



Position: Client Advocate
Program: Legal Services – Domestic Violence Legal Advocacy Project
Reports to: Supervising Attorney/Manager of the Domestic Violence Legal Advocacy Project
Salary: DOE
Status: 100%, Full-Time, Regular, Exempt
Probation: 180 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403(b) retirement plan

JOB SUMMARY: In coordination with other Legal Services Department staff, and on behalf of LGBT survivors of domestic violence, sexual assault and stalking: 1) expand the direct provision of comprehensive legal services and assistance; 2) expand access to comprehensive services; 3) increase service capacity; and 4) advance institutional change in the court system and with service providers.

ESSENTIAL FUNCTIONS:

- 1) Manage a client caseload by providing assistance for survivors of domestic violence, sexual assault and stalking. Services include crisis intervention and safety planning; case management ; housing advocacy and other advocacy to stabilize the lives of victims of crime; advocacy with law enforcement and prosecutorial agencies; assistance in preparation of restraining orders and U-Visas; and court accompaniment in other matters.
- 2) Provide services at the main department office and at off-site locations;
- 3) Help recruit, train, and supervise volunteers;
- 4) Attend and convene meetings and community events so as to develop, sustain and strengthen new and existing coalitions and collaborations with victim support agencies, social services providers, law enforcement, prosecutorial agencies, and the judicial system, as well as with other community partners, including legal services providers;
- 5) Present trainings, as appropriate, at the above venues on issues encountered by LGBT survivors of violence; and advocate, as appropriate, at the above venues to expand access to services and/or increase legal service capacity;
- 6) Assist with grant compliance and data collection, as well as other administrative and operational responsibilities, including preparing reports that reflect all the work done in furtherance of the interrelated essential functions stated above;
- 7) Participation in staff meetings;
- 8) Other duties as assigned;

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Bilingual (English/Spanish) preferred;
- 2) Mental Health/social work background a plus;
- 3) Experience in the delivery of services in a non-profit setting, including experience working or volunteering in the LGBT community, and experience relevant to the essential functions stated above, including legal, mental health and social work experience;
- 4) Passion and demonstrated commitment to advocacy for survivors of violence, including experience working with survivors of violence;
- 5) Experience in case management, project management, volunteer coordination, coalition building and/or community organizing;
- 6) Excellent verbal and written communication skills, including experience in giving presentations and trainings;
- 7) Demonstrated ability to triage and manage multiple tasks under pressure in a fast-paced environment;
- 8) Flexibility to work evenings and weekends;
- 9) Access to reliable transportation and the ability to be insured;
- 10) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment;
- 11) A passion for the Center’s work and its mission to make the world a better place for LGBT people.

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

E-mail resume and cover letter as a word attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org
Or submit application/resume to: Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028