



3805 Marshall Street, Suite 100
Wheat Ridge, CO 80033
(P) 303.422.2133
(F) 303.422.5707

Job Posting Legal Advocate

Organization Overview

The mission of Family Tree is to partner with all people to prevent and overcome the interconnected issues of child abuse, domestic violence and homelessness to promote safety, healing and stability across generations.

As a long standing non-profit human services agency, we are committed to empowering change and transforming the lives of vulnerable populations in our community. We aim to recruit and retain high-quality and diverse team members who share in our commitment and vision to empower people and transform our community through innovative and integrated services. We are also committed to investing in our team i.e., strive to pay a fair wages, offer competitive benefits, provide generous sick and vacation time, offer staff development along with believing each employee's unique qualities and experiences are the core of the organization.

Family Tree strives to value and uplift diverse and marginalized voices, to recognize and address the ways in which oppression impacts the communities with which we work, and to promote inclusion and equity.

Recruiting and Retention Bonus

Family Tree is offering a \$300 hiring bonus paid on the first paycheck after hired. In addition, Family Tree is offering a retention bonus of \$500 after 12 months of employment and \$700 after 18 months of employment.

Job Summary and Responsibilities

The Legal Advocate assists survivors of domestic violence, stalking and sexual assault by providing legal information, referrals, support and court accompaniment for clients pursuing civil protection orders, child custody and divorce. The legal advocate serves as a liaison with community and government partner agencies and the criminal justice system in the 1st Judicial District and also helps plan and participate in twice monthly legal clinics.

Example Activities

- Provides one on one in person and virtual legal advocacy services for survivors of domestic violence, sexual assault and stalking using a trauma informed, multi-generational approach.
- Provides legal information, assistance and court accompaniment in matters of civil protection orders, divorce and child custody issues.
- Provides referrals to other community and government agencies that can help clients navigate and access the community resources available.
- Promptly and accurately enters intake and client data into the Salesforce database and other data/information systems.
- Acts as a liaison between Family Tree and 1st judicial district community and government partners.
- Maintains professional working relationship with judges, district attorneys, and victim advocates in order to effectively advocate for survivors
- Facilitates twice-monthly legal clinics currently held on Wednesday evenings, as well as other evening trainings or events as requested by supervisor.

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- Attends regularly scheduled victim advocate meetings, and other relevant meetings or workshops in the community.
- Presents trainings to agencies that provide services to domestic violence survivors, including in-services for Family Tree Staff, PorchLight Family Justice Center and outside community agencies.
- Work with other Family Tree staff in a cooperative manner that allows timely completion of work and smooth transition for survivors working with multiple programs/departments within the agency and the community. This may be achieved through Family Tree's client connection initiative, continuous improvement practice and integration initiatives.

Required Skills

- Familiar with and able to practice advocacy, crisis intervention, and trauma informed care with a two generation approach.
- Ability to think outside the box for solutions to client needs, knowledge of domestic violence dynamics and the cycle of violence. Maintain professional relationships with other agencies in the community and represent Family Tree's Legal Advocacy Program.
- Ability to communicate effectively (read, write and speak) in the English Language.
- Knowledge of proper safety planning techniques and ability to determine the need of the client as it relates to safety.
- Must be willing and able to serve and work with all populations and people. Must have strong computer skills.

Preferred Education and Experience

Bachelor's degree in Criminal Justice, Social Service, or related field preferred or equivalent training and work experience. Knowledge of domestic violence issues and has worked directly with survivors of domestic violence for at least one year.

Job Details

Location: Porchlight Family Justice Center
11100 W 8th Ave Suite 200,
Lakewood, CO 80215

Program: Legal Advocacy Program

Status: Full-time

Hourly Pay Rate: \$23.77-\$27.93

The base salary range represents the low and high end of Family Tree's hiring range for this position. Actual salaries will vary depending on factors including but not limited to range of experience, years of experience. The range listed is just one component of Family Tree's total compensation package for employees.

Benefits: Medical, dental, vision, supplemental insurance, retirement plan and retirement plan match, employer paid long-term disability, EAP, wellness program, paid sick and vacation time

Travel Requirements: Occasional travel around the Denver Metro area to attend off-site meetings.

Schedule: Flexible schedule, Monday-Friday, occasional evenings depending on clients needs.

Working Conditions: The majority of work is done in an office setting and in client interview rooms at Family Tree's office in the PorchLight Family Justice Center. The work environment noise level is low. Employees are frequently required to be able to travel to and from the courthouse to meet with clients who have court hearings. Employees are also occasionally required to travel to other Family Tree facilities for training and meetings. Employees must be comfortable with holding difficult conversations with all populations and victim/survivors who may be in crisis. This is a 40 hour a week position, primarily on weekdays and some evenings.

Equal Opportunities and Accommodations

Family Tree is committed to building a workplace where inclusion is not only valued, but prioritized. We're proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, family status, marital status, sexual orientation, national origin, genetics, neuro-diversity, disability, age, or veteran status, or any other non-merit based or legally protected grounds.

Family Tree is committed to providing reasonable accommodations to qualified individuals with disabilities in the employment application process. To request an accommodation, please contact Human Resources at 303-403.5884, or by email at dberridge@thefamilytree.org

Fair Chance Hiring

We value diverse experiences, including those who have had prior contact with the criminal legal system. We are committed to providing individuals with criminal records a fair chance at employment.

For more information about Family Tree and other open positions please go to www.thefamilytree.org/careers.

To apply for this position or other positions please send your resume to hrjobs@thefamilytree.org

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