

<b>Job Title</b>	Bilingual Legal Advocate Full-Time
<b>Employer/ Agency</b>	Houston Area Women’s Center
<b>Job Description</b>	<p>As a Bilingual Legal Advocate, you will be responsible for providing legal advocacy, information, referrals, access to community resources, case updates, assistance with the Crime Victim Compensation (CVC) Program, help with VINE (victim notification system), and support to survivors of domestic violence and sexual assault. The Bilingual Legal Advocate will also provide case management for clients participating in the civil, criminal, and other justice systems. This position will also serve as the liaison and work with various community partners including legal aid organizations, law enforcement, and prosecutors.</p> <ul style="list-style-type: none"> <li>▪ You will provide legal advocacy services including crisis intervention, safety planning, assessing for danger, community referrals, utility waivers, 30-day notice to vacate, informed consent regarding subpoenas served on HAWC, protective order applications, and crime victims compensation – on the phone, virtually, and/or in person.</li> <li>▪ You will provide community outreach and education to victims of domestic violence and sexual assault pursuant to assigned grant guidelines.</li> <li>▪ You will assist in delivery of quality legal services to survivors of domestic and sexual violence.</li> <li>▪ You will maintain collaborative relationships with community partners including law enforcement and district attorneys/prosecutors.</li> <li>▪ You will provide mobile advocacy which includes but is not limited to providing court accompaniment for victims in civil and criminal hearings/trials.</li> <li>▪ You will translate for staff and victims of domestic violence &amp; sexual assault.</li> <li>▪ You will assist with legal aid outreach at clinics provided by community partners.</li> <li>▪ You will attend job related workshops, seminars, and conferences to increase skills.</li> <li>▪ You will work cooperatively with other staff to ensure optimal utilization of resources and efficient management of the program</li> <li>▪ You will manage and maintain client caseload and provide full cycle case management</li> <li>▪ You will assist Manager and/or Vice President of Legal Services in duties related to grant management as needed</li> <li>▪ Other duties may be assigned</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Bachelor’s degree in Social Work, Sociology, or Criminal Justice.</li> <li>▪ A minimum of one year of experience providing advocacy services.</li> <li>▪ Advanced in Microsoft Office specifically Excel and Outlook.</li> <li>▪ Ability to read, speak, and write in both English and Spanish fluently.</li> <li>▪ You have a valid Texas driver’s license with a good driving record; reliable transportation; ability to travel to off-site locations utilizing personal transportation.</li> </ul>
<b>Salary/Hours</b>	<ul style="list-style-type: none"> <li>▪ Hourly compensation: \$21.63</li> <li>▪ Pay schedule semi-monthly</li> <li>▪ Medical, Dental, Vision, Life and Disability Insurance Programs</li> <li>▪ Generous Paid time Off- 11 paid holidays per year, 3 personal holidays per year, 15 paid Vacation days per year, Approx 7 hours per month of accrued Sick days</li> <li>▪ 401K the agency matches 125% of employee contributions up to 4% of the annual salary of a full-time employee</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Company paid Life Insurance</li> <li>▪ Company paid Long Term Disability</li> <li>▪ Employee Assistance Program</li> </ul>
<b>City, State, Zip</b>	Houston, TX
<b>Application Method</b>	Apply Here: <a href="https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=200933&amp;clientkey=375885033217726F70F9776A0B3CFE54">https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=200933&amp;clientkey=375885033217726F70F9776A0B3CFE54</a>
<b>Opening Date</b>	Immediately

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