

Support Services

Sexual Assault/Domestic Violence Legal Services Intern

Director: Associate Director of Support Services

Supervisor: Bilingual Legal Services Coordinator

Direction provided by: *Bilingual Legal Services Coordinator*

Purpose: To empower victims/survivors of domestic violence to exercise their legal rights by providing court accompaniment, legal information, and legal advocacy services.

To Apply for Internship: email Leah Gregory at lgregory@yourywca.org

Major Responsibilities:

- Engage in active and respectful listening, and interact with warmth, compassion and empathy.
- Work in compliance with all legal requirements, and organizational and departmental policies, procedures and standards. Complete all required documentation within requested time frames.
- Maintain Counselor/Victim Privilege of Confidentiality as legally required under California Evidence Codes.
- Mandatory: Immediately report to a supervising employee, the Supervisor and/or the Director, any known or suspected instance of child abuse/neglect, elder abuse, and dependent adult abuse.

Court Support:

- Working with the Legal Services Coordinator, arrange to meet victims/survivors of domestic violence at court and accompany them to their Family, Criminal, Civil and/or Juvenile Court appointment. In some cases, it may be necessary to meet with the victim/survivor prior to the court date.
- Provide victims/survivors with one-on-one support to assist them through the unfamiliar court environment and complex court processes. Provide details, as required, about the when, where, what and how of the court system.
- Assist victims/survivors explore their options by providing legal information, and information on YWCA/community services and personnel, and connect as appropriate. Do not give legal advice; this is not legally permitted.
- As necessary, advocate for victims/survivors with the District Attorney, Court Bailiff (Sheriff's Deputy) and other court personnel.
- Do not speak on behalf of the victim/survivor when in the presence of the Judge; this is not legally permitted.

Court Resource:

- To provide outreach and crisis-intervention services to individuals who are identified as parties, petitioners/respondents, in motions for Restraining Orders, Child Custody, and Child Support Orders.
- Respond to the Presiding Judge's request to meet with petitioners and/or respondents in motions to vacate or modify restraining orders who appear to have no support, or seem to be so significantly affected by their crises that they have difficulty functioning in the confusing and intimidating court environment.
- Identify and locate appropriate Certified Interpreters as required.
- Assist victims/survivors explore their options by providing legal information, and information on YWCA/community services and personnel, and connect as appropriate. Do not give legal advice; this is not legally permitted.
- If requested, assist Court personnel in administration procedures, for example, take notes, provide resource materials, and transfer files.

In-Office Legal Advocacy:

- Assist victims/survivors with the preparation and filing of Temporary Restraining Order documentation, including Declarations.
- Assist victims/survivors explore their options by providing legal information, and information on YWCA/community services and personnel, and connect as appropriate. Do not give legal advice; this is not legally permitted.
- Provide immigrant victims/survivors with immigration-related legal advocacy services, information, and referrals. Assist with immigration-related legal documentation and processes. Connect with community services and personnel as appropriate.
- Arrange to meet with victims/survivors of domestic violence to aid in preparing for court experiences.

Required Qualifications:

- Interest in, and a commitment to, continuous learning about gender-based violence and empowering victims/survivors to exercise their legal rights.
- Six months or more of personal/professional, paid/unpaid experience in a legal aid organization, law firm, court system, legal advocacy non-profit, or similar.
- Ability to listen to victims/survivors actively and respectfully, and respond with warmth, compassion and empathy.
- Ability to work as a member of a team, be open to feedback, and seek guidance, direction and input from others.
- Ability to practice cultural humility, i.e. maintain an interpersonal approach that is other-oriented in relation to aspects of cultural identity that are most important to the person. Ability to work with/support individuals from diverse cultural and socio-economic backgrounds.
- Commitment to developing knowledge, skills and abilities to better connect with individuals and communities, and to gaining more insight into personal biases and identities. This includes, and is not limited to, treating all people with respect and dignity, recognizing and appreciating cultural differences, and working to interact with greater cultural sensitivity.
- Ability to empower victims/survivors by providing emotional support, resources, tools, and options based on what they are requesting, avoiding words and actions based on personal perspectives, judgments, and bias.
- Ability to be non-judgmental, open, honest and calm, and maintain professional boundaries.
- Ability to connect victims/survivors whose needs are outside YWCA's domestic violence legal advocacy services with other YWCA/community services and personnel.

Training & Other Requirements:

- Completion of the CA State-mandated Sexual Assault/Domestic Violence Counselor Training (hosted by YWCA to begin Mid- August 2021).
- Completion of additional training/orientation sessions, including observation sessions, to develop personal comfort level with Court Support and/or Court Resource and/or In-Office Legal Advocacy activities and responsibilities.
- Clearance on a background check, including DOJ & FBI fingerprinting.
- Completion of all policies and procedures documentation.
- Maintain Sexual Assault/Domestic Violence Counselor Certification by completing 8 hours of Mandatory Continuing Education and Training (MCET) within each 12month period from the date of completion of the Sexual Assault/Domestic Violence Counselor training.
- Collaborative Response to FV students (JS137) will have first priority, please indicate that you are taking this course.

Time Commitment: Minimum of 10-20 hours a week of service for school year period, (Fall and Spring) on a mutually convenient schedule Monday – Friday between the hours of 9:00 AM – 5:30 PM.

