



CALIFORNIA INDIAN LEGAL SERVICES

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Domestic Violence Legal Advocate Position Available – Eureka Office

Program Description: Founded in 1967, California Indian Legal Services (CILS) is the oldest public interest Indian rights law firm in the country, promoting the fundamental rights of California tribes and Native Americans through litigation, legislative and administrative advocacy, community development, and other strategies for systemic change. CILS provides a full range of legal representation to California Indian tribes and Indian organizations, advocates for the rights of California Indians at the local, state, and national levels, and provides direct services and community education to low-income Native American individuals on issues related to Federal Indian Law. Currently, CILS operates four offices in California – Sacramento, Eureka, Bishop and Escondido.

Description of Position: Under the supervision of the Directing Attorney, the Domestic Violence Legal Advocate will work collaboratively with staff and support the CILS grant-funded attorney with referrals, forms, setting appointments and providing exceptional legal services in domestic violence cases. The Legal Advocate is a part-time position at 20 hours per work week Monday-Friday. This position includes general office and case management work.

Duties and Responsibilities:

- Provide domestic violence, sexual assault, stalking, and sex trafficking victims with optimum services that are appropriate and culturally sensitive;
- Assist or refer victims needing shelters, restraining orders, transportation, counseling, emergency clothing, emergency food, etc.;
- Provide crisis intervention over the phone or in person during client interactions which may occur at the request of law enforcement or at shelters or other service provider offices;
- Maintain positive professional relationships with law enforcement entities and other community providers;
- Provide case management;
- Track monthly statistics for families served;
- Accompany Domestic Violence victims to court appearances at the victims request or the DV attorney;
- Offer emotional support, information, to the victim and any family members or friends who may be there;
- Carry out other duties as assigned.

Qualifications:

- Bachelor of Arts degree or equivalent or 5 years working with Domestic Violence, Sexual Assault, Teen Dating Violence, and Stalking, preferably in tribal communities or tribal governments;
- Proficient in understanding Domestic Violence legal proceedings and procedures in state courts and willing to learn Domestic Violence practices and procedures in local Tribal Courts;
- Proficient in office computer software applications (Word, Excel, PowerPoint, Internet, and any other applications that are needed to complete goals and objectives of grant);

- Ability to communicate effectively (oral and written);
- Ability to work independently with minimal supervision;
- Ability to maintain effective working relationships with people in varied economic, educational and cultural backgrounds;
- Must have valid California driver's license;
- Physical and emotional condition adequate to meet the demands of the assigned work station and duties, walking, lifting, air travel, sitting);
- Must acknowledge and agree to maintain a drug-free workplace as a condition of employment funded through a federal grant from the Department of Justice

The ability to learn and work within an environment utilizing technology as a means of efficiency is incredibly important. At a minimum, must be proficient in, Office 365, SharePoint, Microsoft Teams, PDF software programs, various video conferencing/webinars and have excellent typing skills.

Salary: Competitive salary D.O.E – this is grant-funded position. This is an hourly, part-time, non-exempt position at 20 hours per week.

To Apply: Please submit letter of interest, resume and references to Leann Ferry, Director of Administration, California Indian Legal Services, 117 J St., Ste 201, Sacramento, CA 95814. E-mail EUR-hiring@calindian.org.

**CALIFORNIA INDIAN LEGAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.
NATIVE AMERICANS, MINORITIES AND THE DISABLED ARE ENCOURAGED TO APPLY.**