VICTIM ADVOCATE

ELDER RIGHTS PROJECT

Milwaukee (1 Victim Advocate) Office and Green Bay (1 Victim Advocate) Office
(*See Remote Work Below)

INTERNAL/EXTERNAL JOB ANNOUNCEMENT

May 11, 2020

Legal Action of Wisconsin, Inc. (LAW) is hiring two full-time victim advocates to work for the Elder Rights Project (ERP). ERP is funded by a Victims of Crime Act (VOCA) grant to provide civil legal aid to elder abuse victims. These are salaried positions and are non-exempt under the FLSA.

One victim advocate will be placed in the Milwaukee office and one will be placed in the Green Bay office. Applicants should state office preference in the cover letter.

Equal justice under law can only be achieved through the collaboration of a diverse staff. When we utilize our differences, we effect positive change for the communities we serve. We are committed to equitable inclusion across gender, sexual orientation, gender identity, age, ability, sex, religion, economic circumstances, ethnicity, national origin, and culture. We are striving to transcend the construct of race and be an anti-racist law firm. We encourage staff to bring their whole selves to work each day and pledge to celebrate every aspect of who they are.

We value a diverse staff and work environment. We strongly encourage applications from women, people of color, people who identify as LGBTQIA, people with disabilities, and people with life experiences or education that add to our diversity and our capacity to provide high-quality legal aid. We encourage applicants to include a statement about the ways that their unique background and personal, professional, and life experiences contribute to the diversity, cultural vitality, and perspective of our staff and our law firm’s mission along with their other application materials.

All Legal Action employees are working remotely until at least May 26, 2020 because of the COVID-19 pandemic. If the Victim Advocates begin employment before May 26, 2020, they will be working remotely as well. In addition, the Victim Advocates will be working remotely for part of each work week after May 26, 2020 and until a date to be determined. Legal Action will provide equipment to be used while the Victim Advocate is working remotely and will provide personal protective equipment when employees are working in the physical offices and while conducting job duties outside of their home.)

KEY RESPONSIBILITIES

• Build rapport with victims, provide direct support, and conduct appropriate follow-up
• Advocate for clients with outside agencies and organizations to help them obtain safety and stability
• Provide warm-referrals and facilitate interagency services
• Conduct safety planning with clients, as needed
• Locate money management services, as needed
• Perform eligibility screening and application assistance for public benefits such as Food Share, Family Care and LTC Medicaid
• Assist in finding appropriate housing, including long term care, as needed
• Assist with reports to law enforcement and other government agencies
• Conduct outreach to community partners including holding regular office hours at some sites
• Participate in and assist with training programs and otherwise become familiar with legal and other issues affecting older adults
• Give presentations to community members and to various agency staff. This may include developing outreach and training materials.
• Conduct initial interviews with potential clients, determine eligibility for services, check for conflicts, gather relevant facts and documents
• Attend meetings of project staff
• Develop and maintain contact with other agencies, professionals, and the community in general regarding client needs
• Maintain confidentiality of all client information.
• Collect and enter data needed to meet grant reporting requirements
• Occasional travel outside the office may be required
• Perform other duties as assigned

QUALIFICATIONS
• Bachelor’s degree in Social Work, Sociology, or comparable field is required; however, an associate degree combined with at least 3 years of similar experience will also be considered.
• Experience in client advocacy and experience working with diverse communities is preferred.
• Experience in legal or human services field is preferred.
• Tactful communication skills and ability to communicate both orally and in writing in a clear and concise manner.
• Comfortable with public speaking and outreach.
• Must have or be able to acquire knowledge of issues affecting elderly clients and the procedures and skills necessary to advocate on their behalf.
• Awareness of or ability to acquire knowledge about various agencies and programs that provide services to elderly clients.
• Suitable training will be provided but applicants will be expected to demonstrate a sense of reasoning and resources necessary to perform the above duties.
• An ability to read, write and speak Spanish, Hmong, or another language which is spoken by a significant number of eligible clients is preferred.
• Ability to work cooperatively and harmoniously with other staff is required.
• Proficiency in MS Office.
• Proficiency in web-based activities.
• Ability to travel occasionally.
A valid driver’s license is required and must be maintained throughout employment.

Ability to work some evening and weekend hours.

**SALARY, BENEFITS, AND OTHER INFORMATION:** Starting salary depends upon experience and qualifications with a minimum starting salary of $27,500 per year for an entry level Victim Advocate.

Legal Action of Wisconsin provides a generous fringe benefits package, including employer-paid health and dental insurance for employees and eligible dependents. Some employees are required to contribute to the health insurance premium for their spouse if the spouse has group health insurance provided by their employer. Legal Action also provides life and long-term disability insurance, a profit-sharing retirement plan, salary deferral options for retirement planning, low-cost employee paid vision coverage, three weeks of vacation per year, four days of personal leave, and a generous sick leave accrual rate. Legal Action also provides four weeks of paid parental leave for eligible employees.

This position is subject to a probationary period of up to six months. The probationary period may be extended by Legal Action.

The Victim Advocate position that is housed in the Milwaukee office is represented for collective bargaining by AFSCME Local 1954 and new employees may voluntarily choose to join. The Milwaukee office Victim Advocate position is governed by the terms and conditions of the collective bargaining agreement between Legal Action of Wisconsin and Local 1954 of AFSCME. Legal Action of Wisconsin personnel policies will govern where no provision is covered by the collective bargaining agreement.

The Victim Advocate position that is housed in the Green Bay office is not represented for collective bargaining and is governed by Legal Action’s personnel policies.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**
This position involves sedentary work, including sitting at a desk on a computer for an extended period. Exerting up to 10 pounds of force on a regular basis to lift, carry, push or otherwise move objects. While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear and use hands and fingers to operate a computer and/or laptop keyboard and use a telephone. Specific vision abilities required for this job include close vision requirements due to computer work. Drives a motor vehicle while seated for extended periods of time daily. Occasional reaching, bending, kneeling and stooping involved to retrieve various items and materials. This position works in an environmentally-controlled office environment with moderate noise from phones, printers, and light office traffic.

**HOW TO APPLY:** Persons interested in applying for this position should submit the following items to Attorney Lauren Hamvas at elderabuse@legalaction.org:

- Cover letter
- Resume
- Names and contact information for three references if not currently employed by Legal Action
- Writing Sample
• Optional, but highly encouraged: statement about the ways your unique background, and personal, professional, and life experiences contribute to the diversity, cultural vitality, and perspective of our staff and our law firm’s mission and this position.

All Application Materials Should be in PDF

DEADLINE TO APPLY: This position will be open until filled, but we will review applicants on a rolling basis. To assure early consideration, please submit application materials as soon as possible and no later than Thursday, May 21, 2020.

Legal Action of Wisconsin, Inc. is an Equal Opportunity/Affirmative Action Employer