



## Safe Passage, INC.

P.O. Box 621 DeKalb, IL 60115

Hotline: 815-756-5228 • Text Line: 815-393-1995 • Administration: 815-756-7930 • [www.safepassagedv.org](http://www.safepassagedv.org)

---

### DV LEGAL ADVOCATE

Safe Passage is hiring for a full time Domestic Violence Legal Advocate. This position requires a bachelor's degree in human services field or criminal justice field or equivalent experience. Ideal candidate will have an understanding of domestic violence, sexual assault, and victim-centered services. The ideal candidate will also have organizational abilities, good listening skills, and the ability to multi-task. Must be comfortable with working within the criminal justice system. Spanish speaking a plus.

#### **Position Purpose:**

The Legal Advocate educates and assists victims in the effective utilization of the criminal justice system.

#### **Examples of Responsibilities:**

1. Provides support and legal information to all Safe Passage clients.
2. Provides legal advocacy, including, but not limited to, the preparation of civil and criminal orders of protection.
3. Accompanies clients to court for criminal and civil proceedings.
4. Attends bond calls and makes information about legal options and Safe Passage services available to victims.
5. Maintains relationship with criminal justice resources.
6. Remains current on relevant legal issues.
7. Participate in on-call by responding to areas police departments and hospitals.
8. Participate in case consultations regarding clients.
9. Provide advocacy for clients with other agencies in the community (e.g., DCFS, police departments, State's Attorney, etc.)
10. Participate, prepare and plan activities for Domestic Violence Awareness Month, including the vigil.
11. Obtain and keep CDVP certification up to date.

12. Maintain all paperwork and client files in a professional manner and in accordance with funder's requirements.

13. Complete all necessary client documentation accurately and on time.

**Safe Passage offers a generous benefits package including:**

- Medical, dental, and vision insurance (minimal cost to employees)
- Short and Long Term Disability
- Life Insurance
- 403B
- Generous PTO package

E-mail cover letter and resume to [bversluys@safepassagedv.org](mailto:bversluys@safepassagedv.org).