

**HOMESAFE, INC**  
**POSITION DESCRIPTION**  
**Internship**

**POSITION:** Family Advocate- Legal Advocacy  
**CLASSIFICATION:** Hourly, Non-exempt  
**REPORTS TO:** Executive Director  
**HOURS:** 8:30AM – 4:30PM Monday – Friday (\*variable)  
**LOCATIONS:** Ashtabula, Jefferson, Geneva, Conneaut and other areas as assigned

**PURPOSE:**

To learn and begin to understand the overall methods of victim advocacy in the judicial system in a 12-week internship working 24 hours per week. This is an unpaid position that will be working closely with legal advocates to apply education-based knowledge to daily processes and gain essential skills to improve career readiness. Time will be spent with legal advocate to provide legal advocacy services to victims of domestic violence in Ashtabula County and the judicial systems; and collaborate with local law enforcement, support and safeguard victim's rights. The intern will act in accordance with policy and procedure, safety requirements, and best practices to ensure the highest quality care to survivors.

**ESSENTIAL RESPONSIBILITIES:**

**Legal Advocacy:**

- ❖ Provide basic legal rights information to residential and non-residential legal clients.
- ❖ Provide a supportive, private environment for residential and non-residential clients to express concerns/issues.
- ❖ Accompany residential and non-residential clients to court hearings, provide overview of courtroom procedures, and serve as client's court advocate.
- ❖ Provide follow-up contact with clients.
- ❖ Maintain client confidentiality at all times.
- ❖ Report and file client documentation.
- ❖ Gather and tabulate statistics on all individuals served for reports to funding sources and to use in securing grants and other funding.
- ❖ Other duties as assigned by the Executive Director.

**Community Relations:**

- ❖ Work collectively with other area agencies to build rapport and educate about the agency's legal services.
- ❖ Act as a liaison with the criminal justice system, local law enforcement, and Victims of Crime program.
- ❖ Assist community agencies in efforts to develop networks to promote a community sense of non-violence.

**Expectations of Homesafe, Inc. employees/volunteers.:**

- ❖ Demonstrate commitment to Homesafe's mission and principles of diversity and inclusion
- ❖ Represent Homesafe, Inc. in a professional and competent manner to clients, organizational partners, and other stakeholders.
- ❖ Perform quality work within deadlines.
- ❖ Work effectively as a team contributor on all assignments while contributing to a positive working environment for staff and volunteers.
- ❖ Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

**REQUIREMENT:**

- ❖ Criminal background check prior to employment is required.