Legal Advocacy & Visitation Manager
Warren, OH • Someplace Safe/Solace Center (Warren)

Description
Full-Time (40 hours/week) Salary: $35,000 - 40,000

POSITION TITLE: Legal Advocacy & Visitation Services Manager

DEPARTMENT/PROGRAM: Someplace Safe/Solace Center

REPORTS TO: Director of Domestic Violence & Visitation, Trumbull County

SCHEDULE: Full-time, primarily day shift; flexibility required; “On-Call” responsibilities.

GENERAL STATEMENT OF DUTIES: This position provides supervision to legal advocacy and supervised visitation team to ensure appropriate service delivery. This position may also provide direct service including advocacy and emergency intervention for victims of domestic violence in crisis. Reports progress and concerns to Director and assists with concerns from families serviced through Solace Center.

ESSENTIAL RESPONSIBILITIES:
1. Provides supervision to criminal and civil legal advocates and supervised visitation workers.
2. Provides direct service/advocacy/peer support for victims of domestic violence.
3. Acts as a liaison with the criminal and civil justice systems, accompanies victims to court, works with the Prosecutor, Probation, Law Enforcement, Legal Aid, Judges and Magistrates throughout Trumbull County.
4. Oversees the assistance of custodial and non-custodial parents in experiencing a positive, safe environment to conduct scheduled visits.
5. Oversees the legal advocate office including ensuring sufficient office coverage, coordination of staff schedules to ensure appropriate court coverage.
6. Oversees the assistance of staff in the safe exchange of children from custodial parent to the non-custodial parent for scheduled/court ordered overnight and weekend visits as well as safe return exchanges.
7. Provides direction and counsel to staff. Reviews staff records and reports to ensure cases are being handled appropriately.
8. Ensures legal advocates are operating within the appropriate scope of their limitations i.e. not practicing law without a license.
9. Ensures trusting relationships are established between the program with program participants, courts, attorneys, referral sources, children services and the community.
10. Oversees the scheduling of initial visits/exchanges and assure contact with the various families.
11. Oversees the collection and reporting of written documentation of events during the visit.
12. Keeps accurate records of client hours, case records, and reports and ensures data is entered into the intake management system in a timely manner.
13. Ensures forms are updated as needed in keeping with the request(s) of our local courts and the state.
14. Assists with the submission of grant and service reports per program and agency reporting requirements.
15. Keeps accurate records of client hours, case records, and reports and ensures data is entered into the intake management system in a timely manner.
16. Oversees team planning, case reviews and program goal achievement when necessary.
17. Responsible for creating and maintaining a positive program image in the community.
18. Attends staff meetings, in-service training, and participates in related professional activities as directed by Director.
19. Represents the program on various committees and task forces as appropriate and with approval from the Director.
20. Complies with agency policies and procedures, COA regulations, federal and state requirements, and educational/certification/registry requirements.
21. Assists with community education including speaking engagements as requested by the Director.
22. Other duties may develop within the course of events. The Director has the authority to assign tasks not presently covered, or delete tasks presently covered in this description.

Requirements

QUALIFICATIONS:
1. Ability to work with a diverse population.
2. Ability to work in a stressful/crisis-oriented environment.
3. Knowledge of the dynamics of domestic violence as it affects families and society.
4. Knowledge of the importance of empowerment.
5. Excellent communication and crisis intervention skills.
6. Must exhibit a caring, compassionate attitude.
7. Excellent organization and multi-tasking skills.
8. Ability to articulate the program philosophy of Someplace Safe and Solace Center.
9. Knowledge of the civil/criminal court system.
10. Must have transportation and be willing to travel throughout the county to various courts as needed.
11. Valid Ohio Driver’s License and ability to meet agency requirements for driving insurability.
12. Must be able to meet agency requirements for criminal background check (Ohio Bureau of Criminal Identification & Investigation).

MINIMUM EDUCATIONAL/LICENSURE REQUIREMENTS: Degree in Social Work, Psychology or Criminal Justice preferred.

MINIMUM EXPERIENCE REQUIREMENTS: Experience in the field of domestic violence and/or crisis intervention helpful. Must have an Ohio Notary license or be willing/able to obtain same. Two years supervisory experience and knowledge of the criminal justice system preferred.
**PHYSICAL REQUIREMENTS:** Must be able to sit for extended periods of time. Other required physical demands include: oral expression, oral comprehension, speech clarity and speech recognition, hearing, and seeing. Ability to walk up and down stairs. Ability to hear and talk on the phone and/or face to face interaction required.

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