



## **Legal Advocate Volunteer/Intern**

Family Tree Legal Advocacy Program  
Jefferson County Courthouse  
100 Jefferson County Parkway  
Golden, CO 80419  
(303) 271-6559

Legal Clinics held at Family Tree Administration Office  
3805 Marshall Street  
Wheat Ridge, CO 80033  
(303) 422-2133

### **Key Responsibilities**

- The Legal Advocate assists victims of domestic violence with accompaniment to court for civil and criminal hearings, staffs restraining order clinics at Jefferson County Court House, provides liaison with victim advocacy agencies and the criminal justice system.
- Provides referrals to residents and community members to Colorado Legal Services, attorneys, and victim advocacy and assistance programs.
- Prepares and accompanies victims to court for temporary and permanent restraining order hearings.
- Accompanies victims to court during perpetrator's criminal procedures, including advisements, bond hearings, meetings with the district attorneys, preliminary hearings, trial and contempt hearings.
- Networks with Colorado Legal Services and attorneys to provide pro bono legal assistance to victims.
- Maintains professional working relationships with judges, district attorneys, and victims' advocates in order to facilitate easier efforts of advocacy for victims.
- Helps staff prepare and present trainings to agencies that provide services to domestic violence victims.
- Provides information, education, referrals and advocacy for callers requesting legal assistance.
- Maintain confidentiality of shelter location and client information.
- Adhere to Women In Crisis goals and objectives.

### **Additional Responsibilities:**

- ♦ Provides information, education, referrals and advocacy for callers requesting legal assistance.
- ♦ Participate in Women In Crisis management team meetings.
- ♦ Helps staff facilitate family law legal clinic at least twice per month.

### **Initial Impact**

- Our organization's constituents will receive premier service and be connected with the best Family Tree staff member to meet their needs.

### **Sustained Outcome**

- Legal Advocate Volunteer/Interns will demonstrate the value and effective volunteer engagement and attract additional volunteers that can help build Family Tree's capacity

### **Training & Support**

- We ask each volunteer to attend the following trainings led by Family Tree experts: Volunteer Orientation, **Domestic Violence Symposium (required before beginning)**, Homelessness 101.

### **Commitment**

Legal Advocate Volunteer/Interns are expected to be available for 6 months. Legal Advocates should be available 4 hours per week during regular business hours (9am-5pm) at the Jefferson County Court House and first and third Wednesday evenings at the Legal Clinics held at Family Tree's Administration building from 7pm-10pm.

### **Qualifications**

- Completion of volunteer orientation and background check.
- Must have strong interpersonal skills, ability to work sometimes in chaotic environment.
- Must have compassion for victims of crime.
- Ability to maintain confidentiality.

### **Benefits**

- Becoming part of the Family Tree team, providing solutions for families in crisis to become safe, strong and self-reliant.
- Opportunities to make a difference in the lives of children and to create a more child-friendly community.
- Opportunity to participate and be active with a dynamic team of social service providers.
- Work experience to enhance the strength of your resume.
- Direct client contact with those going through the court process.
- Opportunity to be considered for employment with Family Tree.

### **Getting Started**

If you are interested in this position, please send your resume and brief cover letter to Erika Nelson, Director of Volunteer Services at [enelson@thefamilytree.org](mailto:enelson@thefamilytree.org). For further questions about volunteering, please don't hesitate to contact the (staff) Volunteer Liaison for this position: Michelle Bryan, [mbryan@thefamilytree.org](mailto:mbryan@thefamilytree.org) (303) 420-6752.