



## Legal Services Advocate Job Description

Department: Legal Services

Reports to: Manager of Victim Services

Compensation: \$66,500-\$72,500 Annually DOE

Status: 100%, Full-Time, Exempt, Regular

Probation: 180 Days

### **SCOPE OF WORK**

The Legal Services Advocate is a full-time, nonexempt position, reporting to the Manager of Victim Services at The LGBTQ Center Long Beach (The Center). Essential duties include LGBTQ specific case management, legal document preparation, court accompaniment, consult and coordination with department attorney(s), crisis intervention, and other legal advocacy. This person oversees client cases, conducts intakes, provides trainings, and technical assistance in all aspects of the position. The person in this role serves as a department legal advocate, including providing internal and external referrals.

The ideal candidate will have extensive knowledge of local community resources, outstanding written and communication skills, experience working with diverse populations (particularly LGBTQ+ individuals, and survivors of violence), and excellent interpersonal skills. Additionally, this individual should have some knowledge of aggressor/survivor differentiation techniques and methods. The Legal Services Advocate should be highly skilled, including exceptional attention to detail, strong legal research and writing skills, effective time management, strong understanding of confidentiality and trauma-informed approaches, ability to manage legal deadlines, and strong organizational skills.

### **I. FUNCTIONAL RESPONSIBILITIES**

- Provide direct comprehensive legal advocacy and support services, including to victims of domestic violence, sexual assault, stalking, hate crimes, assault, and other forms of violence; services include but are not limited to, crisis counseling, crisis intervention, case management, court accompaniment, form preparation, and LGBTQ-specific safety planning.
- Engage in legal advocacy and liaise with legal system institutional actors where appropriate, including law enforcement, City Prosecutors, District Attorneys, City Attorneys, Victim Witness programs, and other court personnel.
- Assist survivors in obtaining emergency and permanent housing, including LGBTQ inclusive domestic violence shelter, legal advocacy, case management, mental health services, and transportation as needed.
- Conduct outreach at targeted community events including resource fairs, anti-violence awareness events, LGBTQ pride events, cultural festivals, and other events to ensure LGBTQ visibility and inclusivity.



- Assist in providing LGBTQ-specific legal advocacy at local, statewide, and national stakeholder working groups, coalitions, and boards to ensure LGBTQ visibility and inclusivity.
- Assist in trainings on LGBTQ anti-violence legal advocacy issues for service providers, including attorneys, prosecutors, court personnel, law enforcement, and other anti-violence service providers.
- Maintain client files and report client contacts and outreach activities as required by funder(s), including assisting in programmatic reports.
- Represent The Center at community functions, mixers, conferences, and resource events, as needed.
- Assist in compilation and tracking of client data under state, federal, government and private foundation funding, including providing regular and ongoing assistance to the Manager of Victims Services and/or the Director of Legal Services.
- Supports day to day operations of the department, including necessary administrative functions, conducting phone intakes, screenings and assessments, including preliminary aggressor/survivor differentiation and crisis triage, as needed.
- Coordinates room scheduling, legal clinic scheduling and and/or departments as necessary.
- Manages and keeps filing system current with applicable federal, state, local, agency and funder(s) requirements and protocol.
- Attend all agency, funder, and outside meetings as required.
- Attend all staff meeting, including weekly case conferences.
- Other duties related to victim advocacy, departmental administrative support, and/or organization-wide events, as necessary or assigned.

## **II. MINIMUM QUALIFICATIONS**

- Strong ability to adapt, problem-solve, and remain flexible in a fast-paced environment.
- At least 2 years of experience working with LGBTQIA2S communities.
- At least 2 years of experience working in a legal setting and/or with victims/survivors of violence.
- Strong verbal and written communication skills with an eye for detail.
- Strong computer skills including the entire Microsoft Office suite and Adobe.
- Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in a multicultural environment.
- Strong interpersonal and organizational skills.
- Evening and weekend availability is required.
- Ability to pass FBI background check.



- Substantial work in the field; access to reliable transportation and the ability to be insured.

### **III. PREFERRED QUALIFICATIONS**

- A Bachelor's Degree or equivalent in legal or social services.
- 65-hour California Sexual Assault Counselor Certification or openness to obtaining one.
- 40-hour California Domestic Violence Counselor Certification or openness to obtaining one.
- Bilingual/fluent (read, write, and speak) in English, Spanish or Khmer.
- Knowledge of anti-violence legal issues, survivor crisis counseling, and case management.
- Prior experience working in a role involving administrative duties.
- Demonstrated history and strong knowledge of batterer/survivor differentiation techniques and methods.
- Demonstrated history and experience working with survivors of sexual assault.
- Experience working on issues of anti-violence in the LGBTQ community.
- Knowledge of LGBTQ communities.

### **IV. COMPENSATION**

- The salary for this position is \$66,500-\$72,500 Annually DOE
- Other benefits include (medical, vision, dental, paid sick time, vacation, holidays, 401K with employer contribution)
- Optional benefits include (critical life/illness and legal insurance)

### **V. EQUAL OPPORTUNITY EMPLOYER**

The LGBTQ Center Long Beach (The Center) is an Equal Opportunity Employer and does not discriminate, exclude, or otherwise deny employment and/or advancement opportunities to any qualified candidate based on age, ancestry, color, disability/handicap, gender, gender identity/ expression, national origin, place of birth, race, religion, sex, sexual orientation, and/or any other characteristic(s) protected under local, state, or federal laws in any of its employment practices and activities. All employment decisions shall be made without regard to any of these characteristics.

The Center has implemented a policy requiring all staff to be up-to-date with COVID-19 vaccinations as a condition of employment, subject to applicable federal, state and local laws. For more information, please contact Legal Services at [legalservices@centerlb.org](mailto:legalservices@centerlb.org).

Please submit a cover letter, resume and application to [legalservices@centerlb.org](mailto:legalservices@centerlb.org).

**ONE IN LONG BEACH, INC**  
**dba THE LGBTQ CENTER LONG BEACH**  
**EMPLOYMENT APPLICATION**



The LGBTQ Center Long Beach (The Center) is an Equal Opportunity Employer and does not discriminate, exclude, or otherwise deny employment and/or advancement opportunities to any qualified candidate based on age, ancestry, color, disability/handicap, gender, gender identity/expression, national origin, place of birth, race, religion, sex, sexual orientation, and/or any other characteristic(s) protected under local, state, or federal laws in any of its employment practices and activities. All employment decisions shall be made without regard to any of these characteristics.

**INSTRUCTIONS:**

Please complete all fields. Incomplete information could disqualify you from consideration.  
 Please submit a cover letter, resume, and this application to [legalservices@centerlb.org](mailto:legalservices@centerlb.org).

**PART I: CANDIDATE'S INFORMATION**

Name:		Date:	
		Pronouns (Optional):	
Address:			
City:	State:	Zip code:	
Phone:		Email:	

**PART II: PREVIOUS EMPLOYMENT WITH THE CENTER**

Have you ever been employed by The Center?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
DATE(S):	<b>FROM:</b>	<b>TO:</b>		
WHAT WAS YOUR ROLE?				
WHO WAS YOUR STAFF SUPERVISOR?				

**PART III: PREVIOUS VOLUNTEER EXPERIENCE WITH THE CENTER**

Have you ever volunteered at The Center?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
DATE(S):	<input type="checkbox"/> One time	<b>FROM:</b>	<b>TO:</b>	
WHAT WAS YOUR ROLE?				
WHO WAS YOUR STAFF SUPERVISOR?				

PART IV: SERVICES FROM THE CENTER			
Have you ever received any services at/from The Center?			<input type="checkbox"/> Yes <input type="checkbox"/> No
DATE(S):	<input type="checkbox"/> One time	FROM:	TO:

PART V: AVAILABILITY							
For which position are you applying?							
What type of work are you seeking?		<input type="checkbox"/> Full time	<input type="checkbox"/> Part-time <input type="checkbox"/> Temporary				
On what date can you start?							
Please use the spaces below to write which days and hours you are available for work.							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
AM	AM	AM	AM	AM	AM	AM	
PM	PM	PM	PM	PM	PM	PM	
If needed, can you work overtime?						<input type="checkbox"/> Yes	<input type="checkbox"/> No

PART VI: EDUCATION				
Please circle the highest grade completed: 7 8 9 10 11 12 13 14 15 16+				
Institution's Name	City/State	Years Completed	Graduation Date	Diploma/Degree

<b>PART VII: JOB RELATED SKILLS</b>				
<b>Language skills:</b> Are you fluent (speak, write, read) in any other language other than English? <i>If so, please describe below.</i>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please list any other skills, licenses, or certificates that may be job related or that you feel would be of value to this job and The Center.				
Have you read the job description?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you understand the requirements of the job?			<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>PART VIII: EMPLOYMENT HISTORY</b>					
<input type="checkbox"/> <b>I am still working for this employer</b>		May we contact employer?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer's Name					
City/State				Phone	
Position/Job Title			Supervisor's Name		
Dates of Employment		From:			To:
Duties/Responsibilities					
Reason for leaving					

Employer's Name				
City/State			Phone	
Position/Job Title		Supervisor's Name		
Dates of Employment	From:		To:	
Duties/Responsibilities				
Reason for leaving				

Employer's Name				
City/State			Phone	
Position/Job Title		Supervisor's Name		
Dates of Employment	From:		To:	
Duties/Responsibilities				
Reason for leaving				

<b>PART IX: PROFESSIONAL REFERENCES</b>	
Name	Relationship
Email	Phone
Name	Relationship
Email	Phone
Name	Relationship
Email	Phone

**ACKNOWLEDGMENT**

**PLEASE READ CAREFULLY BEFORE SIGNING**

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for The Center to hire me. If I am hired, I understand that either The Center or I can terminate my employment at any time and for any reason, with or without prior notice. I understand that no representative of The Center has the authority to make any assurance to the contrary.

I attest with my signature below that I have given The Center true and complete information on this application. No requested information has been concealed. I authorize The Center to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for denial of employment or immediate dismissal.

Signature \_\_\_\_\_

Date \_\_\_\_\_