

**JOB POSTING  
BILINGUAL LEGAL ADVOCATE**

Safe Horizons of Somerset, Inc. is a private non-profit agency serving victims of domestic abuse in Somerset County. It is our mission to end domestic abuse and empower victims by providing protection, education and resources. The position is daytime hours with some evenings.

**ESSENTIAL JOB FUNCTIONS**

- Provide clients with information pertaining to restraining orders and family law matters.
- Provide court accompaniment and support to clients during the family law court proceedings in Somerset County.
- Assist in preparing victims for pro se court appearances in Final Restraining Order Hearings.
- Provide appropriate advocacy and referrals for clients seeking legal assistance.
- Maintain up-to-date records of activities, statistics, and case notes regarding clients.
- Provide outreach services such as networking, lectures, training, speaking engagements, and health fairs to increase public awareness on the legal issues relating to domestic violence and available services.
- Maintain collaborative relationships with community organizations, such as Legal Services, the Prosecutor's office, and others.
- Attend community meetings related to the legal system and domestic violence.
- Supervise legal advocate volunteers.
- Assist in clinical and residential programs by facilitating psycho-educational groups, conducting intakes, and providing bilingual back-up for the hotline.
- Other duties as assigned.

**ESSENTIAL JOB REQUIREMENTS:**

- Bachelors Degrees in Social Work, Social Services or related fields with at least two years of relevant work experience preferred.
- Bilingual and fluent in Spanish and English.
- Valid New Jersey Driver's License and reliable car, available for use during working hours.
- Strong oral/written communication and time management/organizational skills.
- Highly motivated and able to work independently or with a team.
- Ability to interface effectively with internal and external contacts.
- Experience with computer applications (Word, Excel & Internet).

Please visit our website at [safehorizons.org](http://safehorizons.org) for information on Safe Horizons of Somerset. Send resumes with salary requirements and salary history via e-mail to [arnold@safehorizonsofsomerset.org](mailto:arnold@safehorizonsofsomerset.org) or fax resume to (908)-359-8881. NO PHONE CALLS PLEASE.