



# AICHO

American Indian Community Housing Organization

## **Dabinoo'igan Legal Advocate**

AICHO's vision is to strengthen our communities by centering indigenous values in all aspects of our work. Currently, AICHO provides a domestic violence shelter, permanent supportive housing, and cultural programming at its American Indian Center. The role of the Legal Advocate would be to commit to providing legal advocacy to residents and non-resident victims of domestic violence, sexual assault, and trafficking. This position is a full time, M-F position. This position would report directly to the Director of Shelter and Services and the Executive Director.

**Salary:** Depending on experience

**Status:** Full-time

**Benefits:** Yes

### **Qualifications:**

- Knowledge of American Indian Culture, specifically Ojibwe culture and traditions
- Knowledge and understanding of issues that affect Native American Individuals and families
- Possess a clear understanding about the dynamics of domestic violence, sexual assault, and sex trafficking of Native American people
- Experience working with victims of domestic violence, sexual assault, and/or trafficking
- Understand the barriers of chemical dependency, mental illness, homelessness, and PTSD
- Knowledge of tribal and local resources, referrals, and services in the community
- Working knowledge of computer, office equipment and Microsoft programs
- Training and/or experience with work using a trauma informed response/victim centered approach
- Bachelor's Degree in Criminal Justice, Human Services, Social Services or related field; or currently working towards a degree with minimum of two years working in a similar position

### **Duties and responsibilities:**

- Shelter
  - Advocate for clients/residents experiencing domestic and/or sexual violence
  - Answer crisis calls and provide services or referrals as needed
  - Work collaboratively with shelter director, shelter staff, and other AICHO programs/departments
  - Maintain accurate case notes, report writing, referrals, filing and data collection
  - -Provide legal advocacy & services to clients
  - Provide & coordinate crisis legal advocacy (and non-legal advocacy when



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- necessary) and support to victim/survivors of trafficking, domestic violence, and sexual violence ensuring a high-quality service to clients.
- Perform intakes with clients, provide court accompaniment, assist with legal paperwork, and offer information, resources, and referrals.
- Assist clients with protective orders, court accompaniment, Crime Victim Rights enforcement, and other appropriate legal issues as needed.
- Identify barriers, trends, gaps, and problems within the civil and criminal justice system and other systems encountered by survivors and work to address ways in which to alleviate or eliminate barriers and improve the systems-response to victims/survivors.
- Assist in the administrative aspects of the grant & ensure that goals and objectives are met and ensure grant goal tracking and reporting are met.
- Provide outreach
  - Plan and provide outreach to new, current, or prior clients experiencing DV, SA, or trafficking..
  - Participate in multidisciplinary meetings, community initiatives, and other relationship-building projects which improve systemic outcomes for victims/survivors.
- Perform other related duties as required.
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  - The successful candidate will also participate in holding the cultural values and mission of the organization, represent AICHO in a positive and professional manner in the community, be willing to work a flexible schedule, and assume other duties as assigned by the Executive Director.