



AICHO

American Indian Community
Housing Organization

POSITION TITLE: Dabinoo'igan Legal Advocate

PROGRAM: Dabinoo'igan Shelter

REPORTS TO: Dabinoo'igan Shelter Director and Executive Director

STATUS: Full-time, Non-Exempt, Monday - Friday, 8:00 am - 4:00 pm

HOURLY RATE: \$23 - \$25 per hour, depending on experience and qualifications

BENEFITS: A robust benefits package, which includes health insurance, dental, life insurance, paid family medical leave, paid holidays, paid time off and retirement.

POSITION SUMMARY:

The Dabinoo'igan Legal Advocate provides legal advocacy to shelter residents and non-residents who are victims of domestic violence, sexual assault, and/or trafficking. The Legal Advocate would commit to providing support to individuals and families along with maintaining strict confidentiality regarding their situation.

KEY RESPONSIBILITIES:

- Advocate for residents and individuals experiencing domestic violence, sexual assault, and/or trafficking
- Work collaboratively with Shelter Director, shelter staff and other AICHO programs
- Maintain accurate case notes, report writing, referrals, filing and data collection
- Provide legal advocacy and services to residents and individuals
- Provide and coordinate high quality legal advocacy, and non-legal advocacy services when needed
- Perform intakes with individuals, provide court accompaniment, assist with legal paperwork, and offer information, resources and referrals
- Assist individuals with protective orders, court accompaniment, crime victim rights enforcement, and appropriate legal issues as needed
- Identify 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 improve the systems response to victims
- Assist in the administrative aspects of grants such as ensuring goals are met and reporting
- Participate in multidisciplinary meetings, community initiatives, and other relationship building projects which improve systemic outcomes for victims and survivors
- Perform other duties as required

QUALIFICATIONS:

- High school diploma or equivalent required; post-secondary coursework or training in human services preferred
- Possess a clear understanding about the dynamics of domestic violence, sexual assault, and/or trafficking
- Experience working with victims of domestic violence, sexual assault, and/or trafficking
- Understand challenges related to substance misuse, mental health, being unhoused, and post-traumatic stress disorder
- Knowledge of local resources, referrals, and services in the community
- Ability to coordinate services with a variety of agencies and departments related to the criminal justice system
- Ability to access confidential documents through Duluth Police Department with the necessary clearance of DPD
- Prior experience in housing, social services, shelter, or customer service environment strongly preferred
- Strong interpersonal and communication skills; ability to remain calm and professional in challenging situations
- Ability to manage multiple tasks and maintain accurate documentation
- Commitment to housing services based on trauma-informed care principles
- Basic computer literacy (Microsoft Office, Google, email, data entry systems)
- Must be willing to be CPR certified and Narcan certified (training provided)
- Have a valid driver's license and vehicle insurance
- Must be able to pass background checks as required by program policy

WORK ENVIRONMENT:

Position may involve occasional standing, light lifting, cleaning duties or walking through the facility. Must be able to lift up to 50 lbs. .

TO APPLY:

Submit your cover letter, resume, and completed application to:

EMAIL: [hiring@aicho.org](mailto: hiring@aicho.org)

SUBJECT LINE: Title of the Position (i.e. Front Desk Assistant)

BY MAIL:

AICHO

Attention: Human Resources

202 West 2nd Street

Duluth, MN 55802

AICHO is an Equal Employment Opportunity Employer and committed to non-discrimination in all aspects of employment.