Legal Counseling Advocate
Self-Represented Legal Clinic

Volunteer Position Description

Position & Responsibilities

Role Summary

The Legal Counseling Advocate is responsible for assisting volunteer attorneys with providing pro se assistance and some legal services such as drafting of court documents, coaching on how to file paperwork, preparation for court appearances, etc. to low-income clients who come to Tubman's Self-Represented Legal Clinic for support and resources.

Impact & Benefits

- Provide services that enable individuals to navigate the legal system and identify available community resources
- Gain experience drafting court documents and working with clients in family court cases
- Gain experience working with family law attorneys providing limited legal services to a diverse group of clients

Position Responsibilities

- Assist attorney with preparation of court documents prior to self-representation
- Assist clients with organizing, documenting and gathering information, drafting documents for review by attorney, and providing resources and referrals
- Complete paperwork and administrative tasks; communicate and collaborate with Tubman's Legal Services program staff

Qualifications & Expectations

Position Qualifications

- 2nd or 3rd year law student, professional paralegal, or similar experience
- Previous experience independently preparing family court documents and a working knowledge of family law issues and legal resources
- Good communication, organization, and time management skills
- Ability and willingness to listen actively and respond appropriately to clients while maintaining confidentiality
- Ability to work with diverse teams and clients to foster a culturally inclusive environment

Time Commitment & Availability

- 3-12 hours per month with a 9 month minimum commitment preferred. Weekday evening or Friday morning availability needed.

Supervision & Training

- Attend Tubman's Volunteer and Intern Orientation and Training series
- Supervision provided by the Legal Services Team

Organization

For 40 years, Tubman has been leading the way to hope for women, men, youth and families who have experienced relationship violence, sexual exploitation, addiction, mental health challenges or other trauma. We provide countless ways to help including safe shelter, legal services, mental and chemical health counseling, elder abuse resources, youth programs, community education and much more. www.tubman.org

We encourage applications from people of color, all genders, multilingual speakers, veterans and those who have disabilities.