



The Opportunity

Are you committed to helping others?

Safe & Sound Somerset is looking for a creative, energetic, and passionate **Bilingual, Navigator for Legal Support Services** to join our dynamic trauma-informed organization.

What Your Day will Look Like

You will deliver a variety of services to survivors engaged in the Legal Support Services program including providing survivor centered case management, education, and support. Your goal will be to help survivors heal from domestic abuse and/or sexual assault through holistic and compassionate client centered programming.

What You Bring to this Role

First and foremost, you'll bring a level of enthusiasm towards helping survivors. You'll use your strong communication skills, your stellar organizational skills, and your high level of emotional intelligence to meet the survivors where they are and support their healing process. Minimum of 3 years' experience in case management, crisis intervention or advocacy required. Experience in domestic violence, sexual assault or crisis intervention preferred. Bilingual proficiency (Spanish) is required. DV/SV 60-Hour training certificate a plus.

What We Offer

We believe in continuous learning and will provide you with professional development workshops. You will be surrounded by a committed, multi-disciplinary team environment. We provide a comprehensive medical and benefits package, paid time off/sick time, a 401K plan and flexible work schedules in a hybrid work environment or eligible positions (remote/off-site). We do require you have access to confidential remote office space and high-speed internet.

Safe + Sound Somerset strongly values diversity for the benefit of our team, our work, and our collective movement to end violence. We are proud to be an Equal Opportunity Employer

To learn more, visit our website at www.safe-sound.org

Please submit your letter of interest and resume to kciccotelli@safe-sound.org.

Please write "**Legal Services Navigator**" in the subject line.



POSITION TITLE: Navigator, Legal Services –(Bilingual-English/Spanish)
WORK HOURS: Fulltime: 35 Hours
EXEMPT/NON-EXPEMPT: Exempt, Salaried
REPORTS TO: Director of Advocacy and Crisis Response
TITLE BAND: A
REMOTE ELIGIBLE: Partial
SALARY BAND: \$43,888-\$63,250

JOB SUMMARY:

Provides survivor centered, survivor centered legal support services, education, and support services to survivors of domestic and sexual violence in Somerset County.

DUTIES AND RESPONSIBILITIES:

Client Services:

- Responsible for the provision of legal support services to survivors of sexual and domestic violence at on site (office) and offsite locations (Somerset County Court House, local police departments within Somerset County et.al).
- Responsible for the provision of collaborative case management services, including assessment of needs and connection to resources, to support survivors through court proceedings. Including but not limited to court preparation, accompaniment, and pro bono attorney assignment for clients seeking restraining orders.
- Responsible for provision of crisis response support to survivors of sexual violence through the SART activations at RWJ University Hospital, Somerset, as directed.
- Responsible for survivor education on legal and court procedures, protections and related support resources, individually and in the community as directed.
- Engages in instructional education with survivors and the community through legal clinics, workshops and presentations as directed.

Organizational:

- Supports established relationships with community partners, including the court system and law enforcement agencies throughout Somerset County.
- Participates in organizational, department and team meetings/committees and trainings as directed.
- Provides on-call night & weekend emergency back up to hotline staff on rotating basis (Bilingual (Spanish) staff provide rotating bilingual back-up)
- Any other duties as assigned and deemed necessary for the continuation and improvement of the program and/or organization.

Reporting:

- Maintains daily documentation of client records and files according to organizational policies and procedures
- Monthly management of data collection and reporting, as directed.

QUALIFICATIONS:

Minimum of 3 years' experience in case management, crisis intervention or support services required. Experience in domestic violence, sexual assault or crisis intervention preferred; DV/SA 60 hr. training certificate a plus. Bilingual in Spanish is *required*. Proficiency in Microsoft Office 365 Suite, database navigation, remote communication, and virtual work technology. Ability to work remotely both, independently and in team collaboration.

Requirements of Employment:

Background Check: Satisfactory result required upon hiring and every 3 years to maintain employment. Completion of mandatory 60-hour training in Domestic Violence/Sexual Assault within the first 90 days of employment. Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

Must have transportation to access office and offsite locations as work dictates.

Commitment to Fair Hiring Practices:

Safe + Sound Somerset strongly values upholding the highest standards of fairness, transparency, and compliance in our hiring practices for the benefit of our team, our work, and our collective movement to end violence.

Safe+Sound Somerset provides fair access to employment opportunities for all employees, applicants, and job seekers and is committed to making decisions using reasonable standards based on the individual's qualifications as they relate to a particular employment action including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. No person shall be discriminated against in employment or harassed because of any characteristics protected by federal, state, or local law