

**Latinos En Spokane**  
Community Legal Advocate Position Description

**Job Title:** Community Legal Advocate  
**Department:** Administrative  
**Reports To:** Executive Director  
**Salary:** \$25 - \$28 an hour  
**Benefits:** Medical, Dental, and Vision, paid time off (PTO and holidays)

**Summary:**

The Community Legal Advocate plays a crucial role in providing comprehensive support to the Latinos en Spokane and to the legal team, assisting with client cases, and leading Free Legal Clinics throughout Eastern Washington. This position involves working closely with the legal team to ensure the efficient and effective provision of legal services to the immigrant community.

**Position Duties and Responsibilities:**

Case Management:

- Conduct preliminary intake interviews and gather relevant facts for unit meetings.
- Collaborate with the LES team to maintain up-to-date physical and electronic files.

Case Strategy:

- Provide support in developing and implementing case strategies based on Washington law and procedure.

Manages LES -Self Help Court program:

- Provide legal support and resources in Consumer Protection, Criminal, Divorce and Family Matters, Equity and Access, Public Records
- Provide educational court information to assist the community in navigating court systems in Court of Appeals, District Court, Municipal Court and Superior Court.
- Provide education on State laws – RCW & WAC
- Provide instruction and support for court records. Form printing and scanning.
- Provides information to clients on court processes and procedures, conditions attached to pre-trial release or probation, and available community services.

Community legal support

- Family, estate and business Power of Attorney
- Coordinate monthly free legal clinics in partnership with Volunteer Lawyers Program
- Work with LES communications team to develop up to date court, legal, and community information.
- Disseminate flyers and for legal services throughout Spokane community
- Assist in providing pro se assistance, community outreach and education, as directed;
  - Conduct intakes, by phone and in person, and interview clients to gather or clarify information;
  - Assist in conducting case analysis to determine eligibility for legal assistance
  - Maintain a working knowledge of significant policies, laws, practices, and trends in immigration law, particularly as it impacts low-income immigrants and those impacted by the criminal justice system;
  - Perform data entry regarding the services provided to clients, including the preparation of monthly status reports.

- Perform administrative tasks related to grant reporting, such as timekeeping, submitting time sheets, tracking training, and other duties in a timely manner.
- Participate in LES's outreach, community education and development efforts, including cultural events and tabling at El Mercado.
- Perform other tasks and responsibilities assigned by Executive Director upon LES's community needs
- Identifies client needs in areas such as behavioral health services, housing, and employment.
- Assesses availability and relevance of community and state resources.
- Develop individual case plans in partnership with LES staff for implementation.
- Host events in trusted community locations.

#### Community Engagement:

- Lead Free Legal Clinics in Eastern Washington, offering information, resources and assistance.
- Conduct community based legal orientation presentations.

#### Client Interaction:

- Interact with the clients, in person and over the phone, to gather or clarify information.
- Provide interpretation and translation services for staff as needed.
- Assist Executive Director with community needs and responses.

#### Education and Outreach:

- Increase the provision of low-barrier, culturally competent, trauma-informed reentry-related legal services.
- Collaborate with the legal team to stay current on immigration community services, laws, policies and procedures.

#### Data Management:

- Ensure consistent collection, appropriate management, and accurate reporting of client and program data

#### Clinic Assistance:

- Until LES has the staff attorney, contact local lawyers to assist in monthly general law clinics.
- Provide free notary public services for LES clients.
- Travel may be required. Travel reimbursements apply.

#### Other Responsibilities/Competencies:

- **Team Collaboration** – Collaborate with other departments and teams to facilitate effective communication and information sharing across language barriers
- **Confidentiality and Sensitive Information** – Handle sensitive information with discretion and maintain a high level of confidentiality.
- **Professional Development** – Stay informed about industry trends, language advancements and cultural developments to enhance professional skills.
- **Adaptability and Flexibility** – Be adaptable and flexible in responding to changing priorities and needs of the organization.
- **Demonstrate cultural sensitivity** and awareness to navigate language nuances and potential cultural differences. Assist in fostering a multicultural and inclusive environment within the organization.

## **Supervisory Responsibilities**

This position has no supervisory responsibilities.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

## **Education, Certifications and/or Experience**

- AA paralegal or paralegal certificate from an accredited institution.
- Previous experience working as a paralegal in immigration law is advantageous.
- Valid driver's license for occasional travel within Eastern Washington
- Notary Public

## **Computer skills and abilities**

- Proficiency in Microsoft Office products, Google Workspace, and web-based software.
- Acuity with accurate data entry into digital filing systems and platforms

## **Other Skills and Abilities**

- Fluency in English and Spanish is required
- Excellent organizational and multitasking skills
- Strong Interpersonal and communication skills
- Demonstrated commitment to advancing and defending the rights of immigrants and willingness to support LES's mission, vision, and values
- Commitment to immigrant rights and willingness to work with diverse populations
- Ability to work independently and collaboratively in a fast-paced environment

## **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

## **Emotional demands:**

While performing the duties of this job, the employee is regularly required to discuss topics including, but not limited, to discrimination; child abuse, neglect, abandonment; domestic abuse; violence, and psychological trauma. Occasional work in a detention center environment.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.