

**October 2020**

**Position: Legal Advocate**

**Position Type: Non-Exempt, Full Time**

Turning Point of Lehigh Valley is expanding its team! We are a non-profit working to eliminate domestic and intimate partner abuse in the Lehigh Valley. We are seeking a compassionate, mission oriented person who is energetic, self-motivated and ready for a challenging career as a Legal Advocate. The Legal Advocate position is a full-time, non-exempt position starting at \$16.00 an hour. Turning Point of Lehigh Valley offers excellent benefits, health and life insurance. Perfect for a mission-oriented person who has excellent “customer-service” skills, the ability to handle crisis situations calmly, effectively, and efficiently and is a team player but can also work independently.

The Legal Advocate provides support and advocacy in a trauma-informed manner to those who have experienced domestic and intimate partner abuse and are seeking relief through the civil and criminal justice systems. Primary responsibilities are in the areas of court accompaniment, individual advocacy, information & referral, and crisis intervention services for clients at the county courthouses and magisterial district justice offices.

We are looking for someone who has at least three years’ relevant work experience in social services or a related field. A Bachelor’s or advanced degree in social services is preferred. Must be proficient in Microsoft Office programs, including Office365, Outlook, Word, Excel, PowerPoint, and Teams. Preferred candidates will be fluent in English and another language. Must have reliable transportation and a valid driver’s license.

All interested parties must submit a cover letter and resume to **hr@turningpointlv.org**

**Turning Point of Lehigh Valley is an Equal Opportunity Employer.**