

EMPLOYMENT OPPORTUNITY

Lorain County Safe Harbor is a non-profit domestic violence, human service, and social change agency, providing emergency confidential shelter and a wide variety of community-based intervention, education, support, and prevention services throughout Lorain County.

Job Title: Manager of Legal Advocacy

FLSA Status: Exempt | Full-Time

Location: Community Outreach Center Office, court and courts as assigned

Reports To: Associate Director

Position Summary:

The Manager of Legal Advocacy provides leadership and oversight for all legal advocacy services within Lorain County Safe Harbor, ensuring that victims and survivors of domestic violence receive trauma-informed, survivor-centered support as they navigate the criminal and civil justice systems.

This position is responsible for supervising the agency's legal advocacy team, coordinating systemic and individual advocacy across multiple court jurisdictions, and cultivating relationships with judicial partners to strengthen the community's response to domestic violence. The Manager also directly carries out legal advocacy responsibilities in assigned courts and ensures compliance, reporting, and quality service delivery throughout the legal advocacy department.

The position requires flexibility, including participation in the agency's on-call rotation, which may involve after-hours hotline coverage, shelter management, and crisis response.

Key Responsibilities:

Direct Legal Advocacy

- Provide trauma-informed advocacy and support to victims of domestic violence involved in criminal, civil, and protection order proceedings.
- Accompany and assist survivors in court proceedings, including arraignments, pre-trials, sentencing hearings, protection order hearings, and other judicial matters.
- Ensure client safety throughout court processes, including identifying secure waiting areas and providing emotional support.
- Educate survivors on their legal rights, available protections, and options within the criminal justice and civil systems.
- Assist survivors with Victim Information and Notification Everyday (VINE) registration, and with Victims of Crime Compensation Program applications.

- Refer clients to internal programs (shelter, support groups, aftercare, etc.) and external resources (mental health, substance use treatment, housing, employment, etc.).
- Provide education to survivors on key domestic violence topics, such as the Cycle of Violence, safety planning, lethality, and the impact of domestic violence on children.

Systemic Advocacy

- Stay informed of evolving laws, court policies, and procedures affecting domestic violence victims.
- Advocate for policies and practices within Lorain County courts that support victim safety and offender accountability, including victimless prosecution, appropriate sentencing, reduced charge dismissals, and higher bonds for high-risk offenders.
- Communicate and collaborate with prosecutors, judges, law enforcement, and other court personnel to improve systemic understanding of domestic violence dynamics.
- Promote awareness of issues such as lethality, the barriers to victim engagement, and the complex dangers of leaving an abusive relationship.
- Take a lead role in multi-jurisdictional stalking cases, ensuring coordination and consistency across court systems.
- Serve as a key representative of Lorain County Safe Harbor in justice system collaborations, including the Lorain County Domestic Violence Task Force.

Leadership & Supervision

- Supervise the Legal Advocates and the Coordinator of Ancillary Courts & Juvenile Justice, providing coaching, mentorship, and ongoing performance evaluation.
- Conduct regular one-on-one meetings and shadow each Legal Advocate at least once per month in their assigned court.
- Ensure adequate court coverage and provide direct court advocacy when staff are unavailable.
- Facilitate team development, training, and communication to ensure consistency and excellence in advocacy services.
- Maintain department accountability through accurate documentation, recordkeeping, and compliance with grant and agency standards.
- Attend staff, manager, and departmental meetings as required.

Community Collaboration & Education

- Build and maintain positive working relationships with judges, prosecutors, law enforcement, probation officers, and other justice system professionals.
- In partnership with the Lorain County Domestic Violence Task Force, plan and coordinate the bi-annual Community Impact Conference, addressing current issues related to domestic violence and the judicial system.
- Represent the agency at community meetings, trainings, and professional forums to enhance collaboration and advocate for systemic improvements.

- Promote public awareness of the agency's mission and services.

Administrative & Program Oversight

- Collect, maintain, and analyze statistical data related to legal advocacy services.
- Complete and submit TOTAL Legal Advocacy statistics monthly and ensure team-wide reporting accuracy.
- Attend a minimum of two Legal Advocacy Caucus meetings annually, organized by the Ohio Domestic Violence Network (ODVN).
- Support fundraising, outreach, and public events that advance agency visibility and sustainability.
- Assist the Executive Director in identifying programmatic needs, policy gaps, and emerging trends in victim services.

On-Call Responsibilities

- Participate in the agency's on-call rotation, providing after-hours crisis coverage for the hotline, chat, and shelter operations.
- Respond to emergencies, provide crisis intervention, and ensure the safety and wellbeing of residents during on-call shifts.
- Attend weekly manager meetings to review on-call reports and discuss departmental updates.

Other Duties

- Perform other duties as assigned to support the overall mission, vision, and operations of Lorain County Safe Harbor

Expectations of All Employees:

To support Lorain County Safe Harbor's mission and values by exhibiting the following behaviors: confidentiality and respect for all survivors, Trauma-Informed Responses and Approaches, service excellence and job competence, collaboration and team player, and commitment to our community. All employees of Lorain County Safe Harbor serve as role models of work and behavior standards for Lorain County Safe Harbor in and outside of the workplace including social media profiles and any other forums.

Competencies of All Employees:

Respectfulness & Relationship Building: Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect.

Commitment to Quality Service: Builds and maintains client/community satisfaction with the services offered.

Team Focused & Collaborative: Promotes cooperation and commitment within a team to achieve goals and objectives.

Self-Accountability & Work Standards: Sets high standards of performance for self and assumes responsibility and accountability for successfully completing assignments or tasks.

Stress tolerance & Unflappability: Maintains composure in highly stressful or adverse situations.

Work Environment:

This position operates in both office and facility settings and requires frequent interaction with staff, clients, contractors, and community partners. The role may include periods of standing, lifting, and hands-on maintenance or setup tasks. Flexibility in scheduling, including occasional evening, weekend, and holiday hours, is required.

Minimum Requirements:

- Minimum of Bachelor's degree, Master's degree preferred in criminology, law studies, psychology, sociology or closely related field.
- Minimum of 3 years of experience in advocacy, paralegal, case management, law enforcement or justice system management
- Valid Ohio driver's license and reliable, insured transportation.
- Ability to lift and carry up to 50 pounds.
- Ability to successfully pass a background check.
- Strong conflict resolution and communication skills.
- Understanding of trauma-informed care principles and commitment to applying them in all settings.
- Dedication to the mission of Lorain County Safe Harbor, including equality, empowerment, and social change.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Bi-lingual candidates are strongly encouraged to apply

Lorain County Safe Harbor is an Equal Opportunity Employer

Lorain County Safe Harbor provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age disability or genetics. In addition to federal law requirements, Lorain County Safe Harbor Genesis House complies with applicable state and local laws governing nondiscrimination in employment in every location in which the agency has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. This job description is not

designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time with or without notice.