



Building Better Futures

Bilingual Legal Advocate

JOB CODE: LR007

Schedule: Full Time On-Site

Work Status: Regular

Salary: Starting at \$17.00, based on experience

Location: Milwaukee, WI

We Invite You to Join UMOS' Diverse & Dedicated Team

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOS' diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

Benefits

To support its team members, UMOS offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOS annually contributes at least 3% of employees' eligible compensation

Advancement

In addition, UMOS offers opportunities for advancement. In fact, a number of the senior management, including Lupe Martinez, President & CEO, were promoted from within the organization.

Diversity & Equal Opportunity

UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

This is not just “a job”, you can truly make a difference working to assist people who need it the most. We have an outstanding opportunity available!

The Bilingual Legal Advocate will be responsible for assisting victims of human trafficking and/or victims of non-intimate partner sexual assault. The Bilingual Legal Advocate will provide advocacy, and/or court accompaniment including assistance with restraining orders, civil, criminal, other court matters and legal referrals. This position will require traveling to project target areas to meet with clients as needed to provide services and/or provide remote supportive services to the project target areas. The Bilingual Legal Advocate will collaborate and coordinate services with other statewide agencies to ensure victims throughout the project target areas are provided with legal and supportive services resources. The Bilingual Legal Advocate will collaborate with project partners to coordinate client care, secure referrals and link victims to the Wisconsin Legal Assistance for Victims program and other victim services.

Primary Responsibilities:

1. Provides information about restraining orders, criminal court, immigration legal remedies, and other legal procedures
2. Provides client-specific advocacy to meet identified client needs, so as contact with other service providers, law enforcement, and others.
3. Conducts safety planning and assist victims secure resources to increase safety
4. Develop and maintain a case management process, which ensures that all program requirements are documented and maintained in the required manner.
5. Conducts remote support to clients by linking them to project partners and other community resources and services.
6. Conducts follow-up contact on an individual basis with assigned crime victims, various community services, law enforcement and district attorney's office
7. Participates in the civil and criminal trial aspects of the crime and provides education, accompaniment and support during judicial process.
8. Establishes and maintains collaborative relationships with community partners

Qualifications:

1. Bilingual in Spanish/English; verbal and written form.
2. Minimum of a High School Diploma (or equivalent) supplemented by two years of post-secondary education, in a relevant field. Note: Additional years of work experience in a relevant field can be substituted for one year of education
3. One-year experience providing direct services and/or advocacy targeting victims impacted by sexual assault and/or human trafficking.
4. Experience collaborating with law enforcement, district attorney's office and other judicial systems

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5. Knowledge of the legal rights of victims and the civil and criminal legal systems
6. Strong communication and writing skills, leadership, organizational and analytical skills.
7. Able to demonstrate case management techniques; effectively utilizing a complex service delivery system;
8. Demonstrated knowledge and ability to work independently and as a team member.
9. Must travel within WI and work irregular/flexible hours including on call evening hours.
10. Must have own transportation, possess a valid driver's license and have adequate insurance

Condition of Employment:

Employment with UMOs is contingent upon successful completion of a criminal background check prior to employment.

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Equal Opportunity Affirmative Action Employer