



## **Legal Advocacy Support Volunteer**

### *Position Description and Roles and Responsibilities*

#### **Hours and Location:**

As needed during business hours

LifeWire's main office

#### **Duties:**

- Assist Legal Advocate with referrals paperwork as needed
- Assist Legal Advocate with scanning documents as needed

#### **Requirements:**

- Complete volunteer application and background check paperwork
- Must have a legal background and familiarity with family law for assisting with referrals paperwork
- Interest in legal processes and willingness to learn
- Attend mandatory 20 hour Volunteer and Domestic Violence Advocacy training
- Commitment of 6 months - 1 year minimum

#### **Qualifications:**

- Ability to maintain confidentiality
- Ability to pay close attention to detail

#### **Reports to:**

Legal Advocacy Coordinator

