



Job Title	Paralegal/Legal Advocate
Department	Legal Services
Reports to	Managing Victim Attorney
Updated	9-2024

## BACKGROUND

*Mosaic Georgia is the Sexual Assault Center and Children's Advocacy Center focused on serving Gwinnett County, Georgia. In addition to a wide range of 24/7 crisis intervention services, Mosaic Georgia has a legal department comprised of two attorneys and two legal advocates. These civil legal services work to ensure the safety, health and justice needs of victims of sex crimes are met in a trauma-informed manner.*

## POSITION SUMMARY

The *Legal Advocate/Paralegal* provides direct advocacy services to persons impacted by sexual assault/child sexual abuse or sex trafficking. This full-time position provides civil legal and criminal justice system advocacy services for individuals and families served by Mosaic Georgia. Supports attorneys with preparing court documents, filings, and case tracking. *Fluency in English and Spanish or another language is strongly preferred.*

## RESPONSIBILITIES & DUTIES

Primary responsibilities:

- Victim/client services: primary point of contact for victims requesting follow-up assistance with (but not limited to) the following: criminal investigation status, support with law enforcement, district attorney's office, courts, medical communications or accessibility; crime victim's compensation applications; and civil litigation referrals.
- Paralegal services: assists the two Victim Assistance Attorneys with document drafting, filing, and administrative support as needed; court hearing preparation; and assist victims with criminal/civil/family court hearings and information.
- Administration: manage court schedules of Mosaic Georgia attorneys; provide staff subpoena coordination and management; process records requests.

This position works closely with Mosaic Georgia advocates and reports to the Managing Attorney of the Legal Services department. The *Legal Advocate/Paralegal* does not provide legal advice but works in conjunction with the Victim Assistance Attorneys to provide exceptional legal advocacy to clients.

## The Successful Candidate will demonstrate:

- Paralegal certificate or training with experience preferred.
- Comfortable working with clients experiencing crisis; ability to maintain calm demeanor.
- Ability to draft legal pleadings; file court documents; track/manage court dates; track/manage client files; and communicate effectively with clients, team members, and outside agencies.
- Excellent verbal and written communication skills; attention to detail.

## Preferred Qualifications & Skills

- Bilingual: fluency in English and Spanish strongly preferred.
- Bachelor's Degree in Human Services field, preferably in criminal justice, paralegal/legal studies, psychology, or social and behavioral sciences.
- 3 years direct-victim/client service experience in: child sexual abuse, sexual assault/domestic violence, victim-witness advocacy, law enforcement, or paralegal work.
- Above average working knowledge of Word, Excel, Outlook, PowerPoint, Adobe Acrobat (knowledge of case tracking management systems i.e. Salesforce, Justice Server, Collaborate, CaseWorthy, is preferred).
- Demonstrated commitment to assisting vulnerable populations, especially clients who have experienced child sexual abuse, sexual assault, and domestic/intimate partner violence.

This is a full-time grant funded position. Salary commensurate with experience and qualifications. Full benefits include health, dental, life, long-term disability insurance, company-match retirement plan, and paid time off. Applicant must successfully complete a criminal background check.