

**LOTUS LEGAL CLINIC  
JOB ANNOUNCEMENT**

**FULL-TIME BILINGUAL SURVIVOR  
ADVOCATE**

**Job Classification:** Full-time, Exempt

**Location:** Hybrid work environment with requirement to work in the Milwaukee office at least three days a week.

**Background:**

LOTUS Legal Clinic (LOTUS) operates statewide, to provide civil legal services to domestic and foreign-born victims of sexual violence and human trafficking, strengthen statewide networks, and contribute to collaborative victim services partnerships. LOTUS seeks a Spanish-speaking Survivor Advocate to provide confidential, trauma-informed advocacy, accompaniments, and consultation for LOTUS clients. This position is based in our Milwaukee office, under the supervision of our Senior Managing Attorney.

**Essential Job Functions:**

Direct Advocacy Services (75%)

- Provides comprehensive advocacy services to clients. This may include: assisting through reporting and investigation processes; coordinating support services; collaborating with other providers; informing survivors of resources and options; facilitating and attending appointments, meetings and/or court hearings upon request; providing emotional support; assisting with obtaining accommodations; and providing information and referrals.
- Serves as member of a client's care team, working closely with other care providers who are serving the client.
- Uses an empowerment model to provide clear and timely information so that clients can make informed decisions.
- Serves as a resource, referral agent, and support person for clients.
- Maintains up-to-date knowledge of existing resources, systems, and referral procedures that might be relevant to providing client support.
- Provides consultation to LOTUS staff and other community partners about resources and support available to survivors.
- Work collaboratively with CORE El Centro staff, and specifically its Health Navigator, to develop and facilitate a system for cross referrals. CORE El Centro is a bilingual organization offering natural healing and wellness services.

Outreach, Training, and Community Partnerships (15%)

- Attends and participates in LOTUS' writing workshops, serving as a support person for attendees who are in need of trauma-informed support.
- Provides outreach and training, technical assistance, and consultation with LOTUS staff and partnering organizations on issues related to sexual violence, sex trafficking, labor trafficking, survivor resources, and survivor-centered methodologies.

- Coordinates and works with community partners to assess survivor needs and strategies that best address those needs.
- As resources allow, represents LOTUS in its service communities, and with local, regional, and national professional organizations.

#### Administrative Duties (10%)

- Participates in the development and implementation of programs and services related to advocacy.
- Attends staff and workgroup meetings.
- Attends relevant professional development activities.
- Serves on internal and external committees, as assigned.
- Maintains accurate and timely documentation for all advocacy interactions and consultations.
- Follows policies and procedures consistent with state and federal law, ethical guidelines, and best practices.
- Other duties as assigned.

#### **Responsibilities:**

Provides timely direct service to clients. Responds promptly to referral services, creates, and implements action plans, and communicates effectively with clients' community contacts. Collaborates with colleagues and other professionals, provides on-call services, makes referrals, and prepares reports and summaries.

- 30% Serves as a primary resource and referral source for clients.
- 30% Assesses the needs of clients and provides or recommends interdisciplinary care.
- 5% Creates, implements, coordinates, and monitors treatment plans to assist clients in meeting wellness goals.
- 15% Documents all cases and accurately maintains records of cases discussed.
- 10% Prepares reports based on documented data as needed.

#### **Qualifications:**

##### Required Experiences/Qualities

- Lived or professional experience in human trafficking, sexual assault, refugee resettlement or other related fields.
- A bachelor's degree or relevant professional experience -- will consider a broad range of relevant specialties such as social work, psychology, public health, gender and women's studies or related fields.
- Fluency in written and oral English and Spanish.
- Excellent analytical and organizational skills.
- Proven ability to learn quickly and relate well to people who have experienced trauma and/or of different nationalities and cultures.

Sexual assault advocacy experience (including volunteer experience) strongly preferred. A background check is required.

### Preferred experiences/qualities

- Knowledge of best practices in trauma, sexual assault, and interpersonal violence advocacy.
- Knowledge of issues and dynamics related to sexual assault, domestic violence, dating violence, sexual harassment, sexual abuse, sexual exploitation, and stalking.
- Experience working in an interdisciplinary/multi-sector setting.
- Experience providing trauma-focused advocacy, accompaniments, and/or case management to survivors of sexual assault, domestic violence, dating violence, sexual harassment, sexual abuse, sexual exploitation, and/or stalking.
- Demonstrated understanding of how sexual violence and trafficking disproportionately impact individuals who hold marginalized identities.
- Knowledge of legal guidance and regulations, specifically as they pertain to victim rights and prevention education efforts.
- Demonstrated attentiveness to intersectionality and health disparities; and a commitment to continued development of cultural competence and anti-racist/anti-oppressive practices.
- Experience in consultation and collaboration with campus and/or community partners.
- Experience educating campus and community partners on issues related to sexual and relationship violence.
- Experience participating in multidisciplinary teams.

### **Salary and Fringe Benefits:**

Minimum starting salary of \$40,000 (12 months) and depends on relevant experience. Excellent benefits package, including generous paid time off, 401k plan with 4% employer match, 80% employer-paid medical insurance, a \$500 annual wellness stipend, and a ½ (4 hours) workday on Fridays.

**Lived experience:** Survivors are strongly encouraged to apply. Lived experience is evaluated as equivalent to work or educational experience by LOTUS for this position. Importantly, while LOTUS prioritizes hiring applicants with lived experience and the value it brings to the position, you will be evaluated based on your skills and knowledge and not your story.

### **Application Instructions:**

Send cover letter, resume and names/contact information of three references to Erika Petty, Executive Director at [Erika@lotuslegalclinic.org](mailto:Erika@lotuslegalclinic.org). Applications will be accepted immediately, and will be on-going until the position is filled.

**LOTUS Legal Clinic is an equal-opportunity employer and embraces diversity and equal opportunity in a serious way. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills.**