



## **ICAA LAV PROGRAM JOB DESCRIPTION**

**Title:** Legal Assistance for Victims Specialist

**POSITION:** Legal Assistance for Victims Specialist (LAV Specialist). Office located in Siren, Wisconsin. Providing services in Barron, Burnett, Polk, Sawyer, and Washburn counties.

**DESCRIPTION:** Responsible for the planning and implementation of the Legal Assistance for Victims Program. The work includes coordinating the needs of survivors of abuse such as domestic violence, dating violence, sexual assault and/or stalking with case management, referral to community resources, and ensuring that legal services are provided as available through the Legal Assistance for Victims legal staff. To act as an Ambassador to the Agency and to reflect all Agency matters in a positive way.

**REQUIREMENTS:** Bachelor's degree in related field from an accredited four (4) year College or University. Minimum requirement, Associates Degree in Human Services. Experience in fields related to social, human or family services. Skills working with survivors of abuse and low-income individuals. Ability to make sound decisions and inspire others to perform well. Sets and achieves challenging goals. Ability to handle highly stressful and sensitive situations in a professional manner. Embraces change. Demonstrate clear and complete written and oral communication skills, appropriate respect and good listening skills, and maintains confidentiality of all client and staff information. Must have computer skills. Displays effective problem-solving skills. Ability to effectively prioritize and execute tasks in a high-pressure environment. Highly self-motivated and attentive to detail. Good judgment. Ability to serve as a productive team member on an interdisciplinary team of professionals, respect and respond competently to the culture, traditions lifestyle, language, and values of each family and community, maintain professional boundaries and confidentiality. Ability to work flexible, irregular hours with some travel.

**JOB TYPE:** Full-Time

**STARTING WAGE:** \$15.00 - \$21.97

To be considered for an interview, applicants must submit: Letters of Recommendation, References, Transcripts, and Verification of Degree.

Deadline for this position is Friday, December 7, 2018.

To apply, send resume, cover letter, and references to: [recruiter@indianheadcaa.org](mailto:recruiter@indianheadcaa.org) or,

ICAA  
P.O. Box 40  
Ladysmith, WI 54848  
ATTN: HR

Phone: 715-532-4222  
Fax: 715-532-7808  
Tdd: 715-532-6333

[www.indianheadcaa.org](http://www.indianheadcaa.org)

We are an equal opportunity employer operating under an approved Affirmative Action Plan. As an equal opportunity employer, we encourage women, minorities, and persons with disabilities to apply.