



## **Court Advocate**

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified.

**POSITION SUMMARY:** To provide support and advocacy to victims of domestic violence, sexual assault, dating violence, stalking who are seeking services through the Court Advocates office.

### **QUALIFICATIONS:**

- Minimum one year experience working with people in crisis.
- Understanding of domestic violence, oppression and related issues.
- Public speaking experience strongly preferred.
- Bilingual/bicultural preferred (Spanish-English).
- Experience working with families.
- You must have a good driving record, a valid driver's license, and personal auto insurance with required personal liability minimum as mandated by Community Works insurance carrier. (Current personal liability amounts for Bodily Injury are \$100,000 each person, \$300,000 each occurrence).
- Must successfully pass a Background and Abuse check.

### **SKILLS AND ABILITIES:**

- Ability to handle confidential information concerning the Agency, clients, and program organizational plans, policies, and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Must be culturally competent and sensitive.
- Strong written and verbal communication skills.
- Ability to work as part of a multidisciplinary team and to communicate effectively with law enforcement, court staff, attorneys and various social service professionals.
- Aptitude to develop extensive knowledge of the dynamics of domestic violence, the impact of batterers on families, and available community resources.
- Develop a functional understanding of the varied and complex justice and social service systems.
- Ability and willingness to interact positively with the public in person, by email and using the telephone.
- Ability to maintain punctual, consistent attendance.
- Self-starter.
- Ability to organize and prioritize workload.
- Capable of establishing and maintaining open communication and positive working relationships with staff of programs and agencies that have missions which differ from our own.
- Exercise patience, understanding and compassion in dealing with clients, co-workers and community members.
- Ability to provide training to professionals and community members.
- Ability to establish a respectful relationship with client to help them gain skills and confidence.
- Ability to work with civil court staff on matters related to restraining orders, stalking orders, no contact orders and other issues as needed or appropriate.
- Capacity to work collaboratively with others.
- Knowledgeable about the social and cultural characteristics of people.

### **ESSENTIAL FUNCTIONS:**

- Promote the Agency in a positive manner to fellow employees, to our volunteers, and to people in the community.

- Maintain confidential information concerning the Agency, clients, and program organizational plans, policies and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Provide crisis intervention counseling, peer support, information and advocacy to victims of domestic violence and stalking including juvenile, senior and same-sex or transgendered victims.
- Develop and distribute stalking kits for victims; gain an expertise in the field of stalking.
- Develop and update brochures and other materials.
- Conduct and coordinate weekly educational classes for victims who wish to dismiss protective orders.
- Conduct individualized safety planning sessions as desired by clients.
- Provide advocacy to current and potential clients at the courthouse, including sharing information about court processes, preparing for hearings, domestic violence, stalking, sexual assault and services Advocacy Services provides, and resources available in the community.
- Accompany Dunn House Shelter and Outreach clients to legal proceedings connected to their reasons for receiving services (generally limited to obtaining restraining, and stalking orders or attending show cause hearings).
- Provide case-specific and general consultation and training to Court and Criminal Justice System personnel for the purpose of policy development, program monitoring and promotion of safe and effective intervention with victims of domestic violence and stalking.
- Serve as a resource for Advocacy Services staff on matters of the law and judicial system in regard to domestic violence and stalking.
- Organize and provide training to professionals, volunteers and community members through Advocacy Services and as part of the Council Training committee.
- Coordinate court advocacy volunteers in collaboration with the Outreach Volunteer Coordinator.
- Attend weekly Outreach Services team meetings and monthly Advocacy Services in-services.
- Be available to serve on the Jackson County Domestic and Sexual Violence Council, the Batterer Intervention Team, LIPS and other committees as appropriate.
- Collect statistical information and complete and submit reports required on time and according to agency requirements.
- Collect and submit client feedback forms.
- Participate in relevant professional training opportunities for skill enhancement as program funds allow.
- Position may require transportation of clients.
- Other duties as assigned.

Position Name: Court Advocate

Department: Outreach, Advocacy Services

Supervisor: Program Manager

Revision Date: 10-15-15

FTE: 1.0                       Exempt     Non-Exempt

Position #: 2018 EM

Position Open: Until Filled

Send your cover letter and resume to be considered for this position.

Please include the position name and position number  
in the subject line of your email and in your cover letter.

For open positions, check our website at [www.community-works.org](http://www.community-works.org)

Community Works is an Equal Opportunity Employer