



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, or stalking who are seeking services through the Court Advocate's office.

QUALIFICATIONS:

- Minimum one year experience working with people in crisis.
- Understanding of domestic violence, oppression, and related issues.
- Public speaking experience strongly preferred.
- 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 practice culturally agility.
- 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, sexual assault, and stalking.
- Develop a functional understanding of the varied and complex justice and social service systems.
- 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 protective orders, domestic violence, sexual assault, and stalking.
- Capacity to work collaboratively with others.

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 at the courthouse.
- Gain expertise in field of domestic violence, sexual assault, and stalking..
- Conduct and coordinate weekly educational classes for victims.

- Conduct individualized safety planning sessions with clients.
- Accompany clients to court proceedings.
- Provide case-specific and general consultation and training to Court and Criminal Justice System personnel.
- Serve as a resource for Advocacy Services staff on matters of the law and judicial system.
- Organize and provide training to professionals, volunteers, and community members.
- Attend staff meetings as assigned.
- Attend partner meetings as assigned.
- Collect statistical information and complete and submit reports required on time.
- 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: Community Advocacy Services, Advocacy Services

Supervisor: Community Advocacy Services Program Manager

Revision Date: 1-29-21

FTE: 1.0

Exempt

Non-Exempt

Position #: EMF2021

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

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