

Position Title:	Court Services Advocate
Job Classification:	Non-Exempt; Full-Time
Work Schedule:	Determined by organization needs, which may include night, weekend, and holiday work hours.
Reporting Structure:	Director of Advocacy Services

Primary Accountability:

Under the direction of the Director of Advocacy Services, the Court Services Advocate position will provide survivor-centered services that respond to the immediate emotional and physical needs of victims of sexual trauma and abuse and assist victims with managing practical problems created by the victimization. In addition, the position is responsible for coordination of services and expertise of court services in Douglas, Franklin and Jefferson Counties. The position will support community collaborations and oversee other work assignments as the Director of Advocacy Services determines.

Major Duties:

DIRECT SERVICE

- Provide services to residents of Douglas, Jefferson and Franklin Counties which include responding to the immediate emotional and physical needs of victims and restoring the victim's sense of security.
Examples: Crisis intervention; accompaniment to hospitals for medical examinations; hotline and in-person supportive counseling; safety planning; practical problem-solving; assisting in filing protection orders; provide court advocacy; law enforcement interview accompaniment; providing information and referrals; assistance with emergency shelter; etc.
- Responsible for understanding and demonstrating a trauma-informed and survivor-centered view of victims and understanding that their process of healing and facilitating communication with and among service providers and systems can be corrective and restorative.
Examples: Support victim and navigate service providers, creditors, or employers; assisting in filing for compensation benefits; and helping to apply for assistance; etc.
- Participate in the after-hours on-call rotation for crisis calls. 1-2 weeks a month the Court Services Advocate will be on-call to act as staff backup and be available for crisis calls as well as respond within 30-minutes to Lawrence Memorial Hospital for medical examination accompaniment if necessary.

COURT SERVICES OUTREACH

- Responsible for victim outreach to residents navigating court services in Franklin, Jefferson and rural Douglas counties.
Examples: Provide appropriate information and resources to survivors of sexual assault and stalking to victims currently navigating the court system in the agency's service area. This includes support during trials, protection orders, communication with court officials and attending court proceedings as necessary.

- Responsible for establishing and maintaining relationship with court officials and staff.
Examples: Frequent communication with Victim-Witness Coordinators and other staff that work with survivors. Attend meetings related to court proceedings and establish protocol and maintain relationships with court systems.
- Participate in full advocate team meetings including volunteer advocate meetings.
- Compile data and complete reports required by funding sources which includes statistical and narrative reports to Office of the Governor.
- Attend relevant trainings on sexual violence related topics.
- Attend staff meetings and collaborate with staff and leadership on day-to-day office activities and initiatives.
- Performs other tasks as needed.

Required Qualifications:

- Relevant and significant work and volunteer experience AND/OR bachelor or master's degree, preferably in the areas of social welfare, women's studies, psychology, child development or related field.
- Experience working with diverse populations.
- Ability to communicate effectively with various ages and populations (i.e., community members, volunteers, students).
- Experience in crisis response and case management required.
- Experience and/or knowledge of sexual violence issues preferred.
- Spanish language fluency preferred.
- Must have vehicle, valid driver's license and insurance coverage.

Skills, Knowledge, and Abilities:

- Ability to adjust to changing environments and ability to be flexible in working within those systems related to sexual violence.
- Ability to work independently while maintaining accountability for all work assigned, being prompt with all appointments and meeting all deadlines in a timely manner.

Physical Demands:

- Ability to lift up to twenty-five (25) pounds.
- Ability to travel as directed by position requirements.

Work Environment:

- Professional and deadline-oriented environment.
- Interaction with staff, victims, and other service providers.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

- Full-time (minimum of 40 hours/week)
- \$35,200 / yearly
- Benefits include health insurance, dental and life insurance, paid time off and sick leave.