



## JOB DESCRIPTION

<b>JOB TITLE: Court Advocate</b>	
<b>Job Family:</b> Advocates and Other Direct Service	<b>Supervisor:</b> Outreach Programs Manager
<b>Classification:</b> Full-Time; Non-Exempt; Hourly	<b>On-Call Responsibilities:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Expected Schedule/Hours of Work:</b> 40 Hours per Week Monday – Friday business hours with some evenings and weekends required	
<b>Title(s) of Immediate Subordinates:</b> N/A	<b>Total Number of Employees Supervised:</b> Directly: 0 Indirectly: 0

### POSITION SUMMARY:

The Court Advocate is responsible for providing support, advocacy, and resource/referral services to adult survivors of domestic violence, primarily those who are involved with the criminal justice and civil legal court systems. The Court Advocate also works closely with area law enforcement to hold offenders accountable, and provides on-call coverage on a rotating basis.

### ESSENTIAL FUNCTIONS:

- Provide for the immediate emotional, psychological, and physical health and safety needs of clients, including crisis intervention, safety planning, lethality assessment, and assistance with filing orders of protection.
- Provide personal advocacy and emotional support to clients by helping clients manage practical problems caused by experiencing domestic violence, finding resources, providing meaningful referrals, and offering follow-up support.
- Provide clients with information, support, and assistance in the court systems throughout eastern Jackson County to ensure proper representation is offered.
- Act as a liaison between victims of abuse and the criminal justice system, including confirming and scheduling appropriate court dates and gathering victim impact statements.
- Initiate client contact by phone before, during, and after case disposition to provide on-going support and assistance.
- Collect and compile all necessary case and victim information from police reports and court dockets prior to each court.
- Participate in continuous quality improvement activities such as maintaining QA standards and ensuring accurate and timely data entry and reporting.
- Develop and facilitate public awareness activities that are designed to inform survivors of domestic violence of their rights, services available to them, and to provide them with assistance.



## JOB DESCRIPTION

- Engage in activities that support a coordinated and comprehensive response to survivors of domestic violence and their needs, such as participation on task forces, work groups, and committees that work to develop services and protocols for survivors.
- Maintain on-going communication and collaboration with law enforcement, prosecutors, judges, and other court personnel.
- Provide on-call assistance on a rotating basis by responding to call-outs at the hospital and/or local police departments.
- Follow all Hope House service philosophies, policies, and procedures.
- Perform other duties as requested.

### IMPORTANT COMPETENCIES (Knowledge, Skills, and Abilities)

- Speak effectively in a group setting.
- Maintain appropriate boundaries when working with clients, agency personnel, and project partners.
- Maintain confidentiality, neutrality, and professionalism in the role.
- Multi-task and work in a fast paced environment.
- Work effectively with persons who have diverse styles, abilities, motivations, and backgrounds.
- Demonstrate basic computer and digital literacy skills.
- Demonstrate strong organizational skills and follow through.
- Demonstrate general knowledge of the dynamics and causes of domestic violence and a commitment to end domestic violence as a social problem.
- Adapt to change productively and handle other tasks as assigned.
- Arrive to work promptly and regularly.
- Concentrate and perform accurately.
- Work a variety of schedules, depending upon the needs of the program.
- Demonstrate strong written and oral communication skills.

Post offer, pre-employment screening requires successful completion of a Children's Division screening and criminal background check; and valid driver's license, current motor vehicle insurance, and acceptable motor vehicle record report.

### WORK ENVIRONMENT and PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, climb, hear, and reach with hands and arms. The employee may occasionally lift and or move objects weighing up to 25 pounds. Specific vision abilities required by this job include close, distance, color, peripheral, depth perception, and ability to focus.



## JOB DESCRIPTION

### TRAVEL REQUIREMENTS

This position may be required to travel between Hope House locations. This position will be required to travel to court locations throughout eastern Jackson County, as well as to local police departments and hospitals. Periodically, this position may be asked to transport clients in their own vehicle or in the company vehicle with a valid driver's license.

### EDUCATION AND EXPERIENCE:

#### MINIMUM QUALIFICATIONS:

- A bachelor's degree in social work or comparable human services field or appropriate training and/or experience.

#### PREFERRED QUALIFICATIONS:

- Bilingual in English and Spanish.
- Prior experience working with survivors of domestic violence.
- Knowledge of local community resources.

*This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.*

***Hope House is an Equal Opportunity/Affirmative Action Employer***