

Court Advocate

Job Description

General Description: The Court Advocate of Rise Above Violence (Rise) will provide direct services to respond to victims of violence, primarily victims of domestic and sexual violence, who are involved or wish to participate in criminal and/or civil justice systems. The Court Advocate will provide crisis intervention, court accompaniment, and keep victims well-informed of their individual court activities as well as their rights afforded them per VRA throughout court processes. The Court Advocate will be well-versed in laws and court procedures and processes pertaining to violent crime.

Essential Duties and Responsibilities (non-inclusive):

A, ADVOCACY/CLIENT CARE

- Provide day-to-day advocacy and case management to clients
- Complete assessments and intakes – managing related documentation with accuracy and timeliness
- Advocate with other agencies on behalf of clients, particularly criminal/civil justice personnel
- Provide immediate support via hotline or on-scene advocacy during on-call shifts when scheduled

B. PROGRAM MANAGEMENT SUPPORT

- Accurately complete client paperwork and compile reports as needed
- Document and communicate all pertinent information/issues with advocacy team
- Attend staff and other required meetings
- Participate in regular supervision with the Director of Advocacy to promote the provision of quality services
- Other duties as assigned

Required knowledge, skill, and abilities:

- Allocate time and duties at 99% Direct Service/Programs, 1% for participation at Fundraising Events.
- Ability to work independently, in an efficient and effective manner;
- Ability to work cooperatively with other staff and a variety of agencies and professionals;
- Sign and adhere to confidentiality requirements;
- Must complete 32-hour initial advocate training;
- Must be fluent in English and have excellent communication skills written and oral.
- Team oriented and believes in a survivor-led advocacy to providing trauma-informed services
- Current driver's license and reliable transportation with up to date insurance
- Highly proficiency in Microsoft Office programs including email communications;

Physical Requirements:

- Ability to perform light to moderate physical work and lift and carry up to 25 pounds, and occasionally 50 pounds
- Ability to ride, climb, reach, grasp, kneel, pinch, stand, walk, sit, bend, push, pull, and perform a variety of similar body movements;
- Possess hand/foot/eye coordination adequate to operate a computer keyboard and other office equipment, and to operate a vehicle;
- Ability to talk and hear in-person, by telephone, and two-way radio;
- Ability to observe, inspect and assess case files, legal documents, resource manuals, training materials, characters on a computer screen and other necessary materials.

Education and experience: High school diploma required. BA/BS degree in related field or 2 years work experience in relevant field or paralegal experience (preferred). Previous work experience in family violence or sexual assault (preferred).

Type of Employment: Full-time, salaried position to work 32 hours per, with some evening and weekend work hours and overnight travel required. Salary based on qualifications and experience. Benefits are provided according to availability of funding.

Work Environment: Work is normally carried out in an office or court setting where hazards are minimal and temperatures are controlled; hazards may be involved when responding to a crisis intervention call-outs or other meetings when assisting victims, including dealing with angered victims, family, friends, and offenders.

Other: Nothing in this job description restricts supervisor's right to assign or reassign duties and responsibilities to this job at any time.