

MID CENTRAL COMMUNITY ACTION, INC.

JOB DESCRIPTION

Job Title: Countering Domestic Violence (CDV) Court Advocate

Position Level: level 4b, full-time, salaried, exempt

Supervision Received: Domestic Violence Unit (DVU) Coordinator

Supervision Given: Assists with mentoring interns (as applicable)

Starting Annual Salary: \$49,000

Benefits:

- As of 1st day of employment: earned time off (ETO), paid holidays (12), 403(b) retirement plan participation eligibility
- Eligible on the 1st of the month after 60 days of employment: health insurance, dental insurance, vision insurance, basic term life insurance and AD&D, short term disability insurance, and voluntary life, AD&D, and long-term disability

Job Summary:

Responsible for providing legal advocacy services to victims of domestic violence

Specific Skills:

Serve as a liaison between victim services and the legal system:

- Ability to demonstrate sensitivity and empathy
- Dedication and commitment to victims/survivors of domestic violence
- Provide quality services to victims of domestic violence, including but not limited to, civil / criminal advocacy, individual / group IDVA, safety planning
- Provide educational materials (re: purple packets) to domestic violence victims
- Facilitate Pre-Hearing group sessions for clients

Demonstrate effective written and verbal communication skills:

- Complete intakes for clients seeking legal advocacy services
- Assist clients in completing the EOP and POP paperwork and filing process
- Provide in-person and telephone counseling, advocacy, information, and referrals
- Complete service logs and all necessary paperwork to document hours of service, training, etc. and submit to designated staff on a weekly basis (minimum)
- Provide community presentations and professional trainings as requested
- Complete monthly narratives and administer measurable outcome tools for grants

Ability to work in a team environment:

- Coordinate with Victim/Witness Office to provide information to clients regarding dispositions and future hearing dates
- Network with other agencies to assist domestic violence victims
- Facilitate applicable sessions of the 40-hour training classes
- Participate in Program and Outreach team meetings
- Attend Task Force and DV multi-disciplinary team meetings
- Participate in the Appreciative Inquiry process and adhere to the Gossip Free zone
- Participate in DV Awareness Month and Week Without Violence activities
- Participate in the on-call rotation as scheduled

Utilize sound judgment and problem solving skills:

- Utilize multi-tasking skills and attend to detail
- Ability to work with client population with a specialization in legal advocacy
- Provide emotional support and education to victims seeking an OP
- Accompany clients to court proceedings
- Maintain confidentiality of all client information, staff information, and shelter location

Job Qualifications:

Physical Requirements: Ability to perform required tasks

Educational Requirements: Bachelor's degree in Criminal Justice, Psychology, Social Work or related field preferred; Illinois Certified Domestic Violence Professional (as applicable)

Prior Experience: Related work and/or volunteer experience

Other:

- Insured and reliable transportation and valid driver's license; working phone
- Commitment to MCCA's vision, mission, culture, goals, and objectives.
- Any other duties as assigned and as may be necessary for the effective and efficient operation of the agency

MCCA is proud to be an equal opportunity workplace. All aspects of employment including the decision to hire, promote, discipline, or discharge, are based on merit, competence, performance, and business needs, without regard to race, sex or gender identity, mental or physical disability, religion, age, national origin or ethnicity, sexual orientation, marital status, HIV status, veteran status, or parental (or pregnancy) status.