

MID CENTRAL COMMUNITY ACTION, INC.

JOB DESCRIPTION

Job Title: Court Advocate

Position Level: 4; full time; salaried; non-exempt

Supervision Received: Lead Court Advocate/DVU Supervisor

Supervision Given: Assist with mentoring interns (as applicable)

Job Summary: Responsible for providing legal advocacy services to victims of domestic violence

General Job Duties:

- Complete intakes for clients seeking legal advocacy services
- Provide quality services to victims of domestic violence, including but not limited to, civil / criminal advocacy, individual / group IDVA, safety planning
- Provide emotional support and education to victims seeking an OP
- Assist clients in completing the EOP and POP paperwork and filing process
- Provide in-person and telephone counseling, advocacy, information, and referrals
- Provide educational materials (re: purple packets) to domestic violence victims
- Facilitate Pre-Hearing group sessions for clients
- Accompany clients to court proceedings
- Coordinate with Victim/Witness Office to provide information to clients regarding dispositions and future hearing dates
- Network with other agencies to provide assistance for domestic violence victims
- Maintain confidentiality of all client information
- Complete service logs and all necessary paperwork to document hours of service, training, etc. and submit to designated staff on a weekly basis (minimum)
- Complete monthly narratives and administer measurable outcome tools for grants
- 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
- Provide community presentations and professional trainings as requested
- Participate in the on-call rotation as scheduled
- Attend conferences and workshops as designated
- Any other duties assigned and deemed necessary for the effective and efficient operation of the agency

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

Specific Skills: Dedication and commitment to victims/survivors of domestic violence, ability to work with client population with a specialization in legal advocacy, ability to demonstrate sensitivity and empathy, ability to serve as a liaison between victim services and the legal system, ability to demonstrate effective written and verbal communication skills, ability to utilize multi-tasking skills and attend to detail, ability to handle stressful, crisis situations, ability to utilize sound judgment and problem solving skills, ability to work in a team environment

Other: Insured and reliable transportation and valid driver's license; working home telephone

Updated 8/2017