

Position Title: **Justice System Navigator**  
Direct Supervisor: Legal Advocacy Program Coordinator

Full-time Position

## **I. GENERAL DESCRIPTION**

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- A. Under the direction of the Legal Advocacy Program Coordinator, the Justice System Navigator will be responsible for providing criminal and civil justice system assistance to victims of domestic violence and/or sexual assault in the City of Radford, Floyd County, Giles County, and Montgomery County.
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## **II. MUTUAL RESPONSIBILITIES**

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- A. Complete Crisis Intervention, Emergency Advocacy, and Mandated Reporters training.
  - B. Ensure continuity of services by sharing On-Call, Hotline, and Administrative Front Desk responsibilities as the need arises or as assigned.
  - C. Attend all required WRC meetings.
  - D. Enter service data information in VAdata as program requires.
  - E. Receive and log donations on appropriate form and submit weekly to Office Manager.
  - F. Teach topical units during Crisis Intervention and/or Emergency Advocacy trainings and provide volunteer supervision as program requires.
  - G. Speak to community groups about sexual and domestic violence and/or WRC services as assigned.
  - H. Represent the WRC at meetings or public events as assigned.
  - I. Maintain a clean and orderly private office space and common area.
  - J. Meet weekly with supervisor, participating in the WRC's on-going Communications & Performance Evaluation Plan (The Plan). Communicate clearly and timely issues of performance with supervisor.
  - K. Obtain approval from direct supervisor for all assistance requested by other Program Coordinators.
  - L. Carry out other duties as assigned by direct supervisor or the Executive Director.
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## **III. JOB RESPONSIBILITIES**

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### **A. Direct Services**

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- 1. Assist domestic and/or sexual violence victims in navigating the criminal justice system.
  - 2. Provide information about the criminal justice process and victims' rights.
  - 3. Provide information about navigating the court process (both criminal and civil), case status, and dispositions.
  - 4. Provide victims with notification of and accompaniment to criminal justice events. Assist victims with court preparation, including court tours and escorting victims to court.
  - 5. Assist victims with obtaining protective orders and provide support to extend the protective orders when necessary.
  - 6. Accompany victims through criminal and civil justice system events such as meetings with law enforcement and prosecution.
  - 7. Provide follow-up services to victims at post-court proceedings to include crisis counseling and referral to longer term counseling as appropriate.
  - 8. Provide crisis intervention counseling concerning legal options and community resources available to victims.
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## B. Community and Public Relations

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1. Maintain contact with Montgomery County, Floyd County, and the City of Radford Commonwealth's Attorneys' offices and attend meetings as scheduled.
  2. Make regular visits to law enforcement offices (including magistrates) to maintain positive relationships and keep program visible.
  3. Maintain contact with Victim/Witness staff in the CA's office and attend meetings as scheduled.
  4. Make presentations to classes, community agencies, and civic groups as requested.
  5. Serve on community teams and other community groups as assigned.
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## C. Supervision of Program Volunteers

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1. Interview volunteers interested in the Legal Advocacy Program.
  2. Provide training to program volunteers specific to the Legal Advocacy Program.
  3. Provide consultation and supervision to program volunteers and participate in the volunteer's evaluation as needed to meet school or other requirements.
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## D. Grants Management

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1. Review relevant workplan(s) with Legal Advocacy Program Coordinator annually.
  2. Ensure ongoing implementation and evaluation of workplan(s).
  3. Complete and submit regular grant reports as directed.
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## E. Program Reporting System

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1. Maintain appropriate records and statistical information.
  2. Complete client contact report and submit weekly to appropriate Night Counselor.
  3. Document community education on Public Education Reports and submit monthly to Community Engagement Coordinator.
  4. Collect ongoing program statistics and report to designated staff monthly.
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## IV. QUALIFICATIONS

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- A. College degree (Master's degree preferred) in human services related field and/or five years of related experience.
  - B. Must have an understanding of the issues of sexual and domestic violence.
  - C. Ability to provide crisis intervention.
  - D. Ability to utilize computer programs including word-processing and spreadsheets.
  - E. Ability to deliver WRC services in a culturally sensitive manner.
  - F. Ability to remain patient, calm, and professional when working in crisis situations.
  - G. Ability to work some evening, weekend, and holiday hours.
  - H. Must have reliable transportation and valid driver's license.
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