

Position Title: **Court Advocate**
Direct Supervisor: Emergency Shelter Program Coordinator

Full-time Position

I. GENERAL DESCRIPTION

- A. The Court Advocate is 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. The Court Advocate is supervised by the Emergency Shelter Program Coordinator and is an important member of the Emergency Shelter team, providing advocacy and crisis intervention to WRC clients.
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II. MUTUAL RESPONSIBILITIES

- A. Ensure continuity of services by sharing On-Call and Shelter Management Duties as assigned.
B. Meet weekly with supervisor, participating in the WRC's on-going Communications & Performance Evaluation Plan. Communicate clearly and timely issues of performance with supervisor.
C. Participate in day-to-day Shelter Operations to include room turnover, resident services, supply distribution, and other operations assistance as needed and assigned.
D. Carry out other duties as assigned by direct supervisor or the Executive Director.
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III. JOB RESPONSIBILITIES

A. Direct Services

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.
 9. Provide back-up to WRC Advocates in the Pulaski County Victim/Witness office as available and needed.
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B. Community and Public Relations

1. Maintain contact with Giles County, 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

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

1. Review relevant workplan(s) with Programs Director 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

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

- A. Bachelor's Degree in human services related field, political science, or criminal justice and one year of related experience.
 - B. Must have an understanding of the issues of sexual and domestic violence.
 - C. Complete Crisis Intervention, Emergency Advocacy, and Mandated Reporters training.
 - 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 work some evening, weekend, and holiday hours.
 - G. Driving is an essential function of this position. Must have reliable transportation, a valid driver's license, and be insurable through the WRC's insurance policy.
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