



## Civil Court Advocate

### Job Description

**Job Classification:** Exempt, \$37,000/yr as grant funding allows

**Work Schedule:** M-F 9:00am-5:30pm, some on-call work required

**Reporting Relationship:** Victim Services Coordinator

#### **Primary Accountability:**

Participates in all YWCA activities for the Center for Safety and Empowerment. Develops strong working relationships with the court system and departments.

#### **Major Duties: As permitted by grant funding for the position**

- Provides assistance in completing Protection from Abuse and Protection from Stalking Orders. Refers to KLS or KCSDV for legal advocacy.
- Supports clients through court proceedings.
- Attends PFA docket and trials
- Provides crisis intervention over the phone or with walk-in clients, as needed. Assesses client's needs.
- Advocates with other agencies, including the DA's office, judges, and law enforcement agencies.
- Provides individual supportive counseling.
- Coordinates with the case manager and DV counselor for additional services.
- Monitors progress of interns at court.
- Provides services as staff back up on rotation with other staff members.
- Completes all timekeeping records as required by funders and YWCA.
- Attends all staff meetings.
- Provides additional responsibilities as assigned by the Victim Services Coordinator or Program Director.
- Actively promotes and supports the organization's mission and vision.

#### **Qualifications:**

- Degree in social services, criminal justice or equivalent combination of education and experience.
- Ability to work with survivors and volunteers.
- Demonstrated ability to work independently.
- Skilled in networking with other professionals.
- Knowledge of the legal process as it relates to domestic violence/sexual assault.
- Basic knowledge of domestic violence and sexual assault.
- Ability to function in a crisis setting where interruptions are frequent.
- Certified in First Aid and CPR. (Must earn certification within 180 days of hire.)

**Physical Demands:**

- Able to lift 50 pounds.
- Able to climb flights of stairs multiple times daily.

**Work Environment:**

- Must be able to work a flexible 40 hour work week schedule.
- Must have the ability to function in a crisis setting where interruptions are frequent.

**Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

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Employee Signature

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Date

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Supervisor Signature

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Date