

WICHITA FAMILY CRISIS CENTER
Job Description

TITLE AND CLASSIFICATION:
Court Advocate

FTE : 1.0 Status : Non-Exempt Supervisor : Outreach Manager

SUMMARY

Under general direction from the Outreach Manager, the Court Advocate provides advocacy, supportive services and service plan development for clients who are seen through the District and/or Municipal Courts. The Court Advocate may be required to assume on-call responsibilities and work hours outside of regular business hours, including nights, holidays, and weekends.

The major responsibilities for the Court Advocate are: (1) to coordinate services for people who have been victimized and have barriers to service; (2) to provide in-person support to clients navigating the court system; and (3) to promote awareness of domestic violence services in the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The responsibilities of the Court Advocate are:

- Assist survivors in making informed decisions about the criminal/civil legal process
- Work with clients to identify advocacy needs and develop personalized service plans
- Advocate on behalf of survivors to ensure their interests are represented and their rights upheld
- Assist clients with informed referrals to community resources
- Maintain professional contact with community resources to keep current on services available to victims and knowledge of appropriateness for domestic and/or sexual violence victims, including victims of sexual exploitation
- Maintain up to date knowledge of state statutes relating to PFA, PFS, crimes of domestic violence, sexual assault and rape
- Coordinate overlap of services between court advocacy program and shelter and/or outreach services
- Identify safety issues with clients and develop individual safety plans
- Assist Outreach Manager in the evaluation of services and needs for domestic and/or sexual violence victims living in Sedgwick County
- Enter program demographic and service statistics into database; complete reports as directed
- Assist in developing and maintaining outreach activities in the community. Assess the needs relating to domestic and/or sexual violence, including sexual exploitation victimization
- Assist with recruitment and/or training of volunteers, as directed
- Provide awareness and education presentations that are made in schools, community centers or other public forums and that are designed to identify crime victims and provide or refer them to needed services

- Participate in regular meetings and trainings to coordinate services and enhance professional development
- Conduct all duties from an evidence-driven, trauma-informed, and survivor-centered model
- Perform other duties as assigned

SUPERVISORY RESPONSIBILITIES: N/A

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

Professional experience or training in court procedures and processes, domestic violence, sexual violence, or other social issues.

Skills and Abilities

The incumbent must demonstrate the following skills:

- excellent interpersonal skills
- team building skills
- analytical and problem solving skills
- decision making skills
- effective verbal and listening communications skills
- attention to detail and high level of accuracy
- effective time management and organizational skills
- effective written communications skills
- strong knowledge and experience in use of Microsoft Office products
- stress management skills

PERSONAL ATTRIBUTES

The incumbent must maintain strict confidentiality in performing the duties related to agency business. The incumbent must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics
- ability to maintain professional relationships with co-workers

EDUCATION

Undergraduate degree required. Experience in court services and/or social services may be considered in lieu of degree.

CERTIFICATION, REGISTRATION, OR LICENSE:

Class C driver's license, motor vehicle, and insurance required.
Background check required.

EXPOSURES

Controlled inside work environment with noise/vibrations from general office equipment.
Frequent exposure to other environments such as private homes, doctor offices, etc. Minimal exposure to fumes/dust/odors.

PHYSICAL DEMANDS

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing/Freedom to Move: May be assigned to multilevel building with some floors accessible by stairs only. Minimal required to move about office. Sit about 50 percent of time.

Stooping/Bending: Minimal.

Reaching: Occasional, overhead as well as horizontal and down.

Vision: Adequate to perform essential functions.

Color vision: No particular color vision requirement.

Hearing: Frequently perceive nature of sounds by ear.

Speech: Frequently express ideas by means of spoken words.

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability.

Manual Dexterity: Frequently operates equipment requiring moderate ability.

ENVIRONMENTAL CONDITIONS

The incumbent will share an office with another employee. The incumbent is faced with frequent interruptions and must meet with others on a regular basis, often without complete privacy.

SENSORY DEMANDS

The incumbent may spend long periods of time in noisy offices and courtrooms. The incumbent will also spend time on the computer entering information which requires attention to detail and high levels of accuracy.

MENTAL DEMANDS

The incumbent will be working with a wide variety of people in crisis with multiple barriers such as addiction, depression, anxiety, trauma, physical injury or other special needs and/or limitations which may cause significant stress.

CERTIFICATION for Court Advocate

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature: _____

Printed Name: _____

Date: _____

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Supervisor's Title _____

Supervisor's Signature: _____

Date: _____

Executive Director's Signature

Date