



Job Post Date: May 11, 2020

Position: Court Survivor Advocate

Scope: To provide a comprehensive and coordinated array of legal advocacy, outreach services and referrals to sheltered and outreach victims of domestic violence, sexual assault and stalking.

Essential functions: *(Essential functions may include but are not limited to the functions listed below.)*

- Provide advocacy services to victims of domestic violence, to include sexual assault and stalking victims in Hampton and Newport News criminal and civil courts (Juvenile & Domestic Relations & General District Courts) and other courts in the service area as needed.
- Serve as Transitions' representative to the Hampton-Newport News Lethality Assessment Program, to include participating in and implementing required LAP training events and coordinating meetings.
- Review police reports; provide court accompaniment, information, safety planning, danger assessment and place follow-up calls to Hampton-Newport News LAP program and other community referrals.
- Complete the lethality assessment and safety plan with all sheltered domestic violence, sexual assault and/or stalking residents.
- Provide legal advocacy for sheltered and outreach clients, to include transportation and accompaniment, as resources allow.
- Familiarize victims, shelter and outreach, with court procedures, legal options, community resources, and prepare them to be effective witnesses.
- Provide legal and domestic violence training to community agencies and volunteers as needed.
- Maintain statistics, develop and compose narrative report information for V-STOP.
- Document and maintain accurate statistics & demographics information to include VAData client information and services; assist with the compilation of data for agency and program reports.
- Participate in all scheduled agency and team meetings as well as individual supervision.

Other Functions:

- Other duties as assigned.
- Participate in ongoing professional development and training
- This position may be required to supervise interns/volunteers a year, depending on availability.

Educational Requirements:

- Bachelor's Degree in Criminal Justice, Counseling, or a related field
- Minimum of 4 years related experience
- Minimum of 2 years designing and implementing training programs

Required Knowledge, Skills and Abilities:

- Knowledge of and experience working with clients/families in crisis
- Ability to work with residents from different backgrounds and cultures
- Ability to use sound judgement and discretion in working with clients.

- Ability to follow established procedures to maintain client confidentiality for all work conducted on behalf of transitions.
- Ability to maintain personal and professional boundaries, ensuring that job performance and attitude reflects the philosophy and vision of Transitions.
- Ability to work with colleagues/agency volunteers/interns as a team member.
- Ability to establish and maintain cooperative working relationships with professionals from diverse backgrounds and ability to develop community contacts for resources.
- Detail oriented & strong organizational skills, with the capacity to develop and ensure accurate and timely follow-up as well as documentation.
- Ability to express yourself orally and in writing in a positive manner that well represents Transitions Family Violence Services.
- Ability to produce forms, letters and presentations using computer software to include Microsoft Word, Excel and PowerPoint.
- Ability to operate standard office equipment including desktop personal computer, telephone and fax machine.
- Good driving record, valid driver's license
- Criminal records and CPS check required

Terms: This position is a 40 hour a week, non-exempt position and may on occasion include some early evening work. This is a grant funded position and requirements are subject to change.

Application Process: Submit resume and cover letter to rjohnson@transitionsfvs.org. Please, no phone calls or faxes. Successful applicants will be required to submit to background check and DMV report. EEO/Drug Free Workplace and prohibits discrimination and harassment of any kind.

Salary and Benefits: Competitive salary based on qualifications and experience. Benefits include medical, dental, Paid Time Off (PTO), and a 403(b) retirement plan.

Salary: \$30,000 - \$36,000

