



POSITION DESCRIPTION:

TITLE: Court Advocate

REPORTS TO: Director of Crisis Intervention Services

FUNCTION: The Court Advocate is responsible for providing court and criminal justice advocacy to survivors of domestic violence, sexual assault and other crimes.

DUTIES:

- 1) Provides crisis assessment, intervention and emotional support to clients at the Court, the WCSC crisis center, and at various criminal justice agencies and offices;
- 2) Works with the client to prepare a personalized safety plan, and follow-up with the victim and family to monitor progress towards goals and well-being;
- 3) Monitors and attends all court proceedings, including restraining order hearings and full trials concerning victims of violence;
- 4) Explains the court process to the victim and family members, assists them in filling out necessary paperwork, and accompanies them to court proceedings;
- 5) Makes the necessary referrals to social service providers, criminal justice agencies, and other relevant organizations and follow-ups with those providers to ensure the receipt of services. Accompanies client to appointments with other providers if necessary;
- 6) Maintains ongoing communication with judges, court clerks, the police, and assistant attorney generals, and meets with these individuals when appropriate to effectively advocate for the client;
- 7) Collaborates with the Men's Coalition Court Advocate to determine the best counseling/treatment services for the victim and batterer;
- 8) Assists the client in fulfilling the terms of any plans and/or referrals made by the Court, AG's office, or Probation office;
- 9) Transports the client when necessary to obtain a temporary and/or permanent restraining order, and to any other court related proceeding/meeting;
- 10) Assists victims in obtaining legal counsel for family, civil, and immigration court proceedings;
- 11) Maintains contact with the parole board. Notifies victims of upcoming parole hearings, assists them in making statements to the board, and accompanies them to the hearings if needed;
- 12) Assists other Crisis Counselors at the WCSC and their clients in navigating the court and criminal justice processes;
- 13) Represents the WCSC at meetings, seminars, and conferences;
- 14) Maintains accurate and up-to-date case notes, intake and exit data, and other required paperwork for all clients, and attends regularly scheduled case review and staff meetings;

- 15) Maintains record of all court calendars for domestic violence and criminal proceedings;
- 16) Submits accurate statistics and client narratives for required quarterly reports;
- 17) Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks;
- 18) Assumes other responsibilities as assigned.

WORKING CONDITIONS:

Physical: Office environment, court environment, and some fieldwork.

Social: Ability to work with a diverse group of individuals and to maintain client confidentiality.

EQUIPMENT:

- Operation of general office equipment, such as copier and fax machines.
- Computer proficiency in Microsoft applications.

KEY CONTACTS:

- Maintain contact with Director of Crisis Counseling
- Maintain ongoing contact with other counseling staff and clients.

SCHEDULING DETAILS:

Full-time, Exempt Position

REQUIREMENTS:

The successful candidate will be a creative, self-motivated, goal and team-oriented individual who will appreciate and thrive in a socially progressive environment. Qualifications include:

- A minimum of 3 years of experience in counseling and case management with survivors of domestic violence, sexual assault and other crimes;
- Bachelor's degree in social work, counseling or related field is required; Advanced degree preferred;
- A demonstrated knowledge of relevant laws, procedures and ethical principles governing the practice of counseling in the Virgin Islands;
- Ability to maintain thorough and confidential records of clients;
- Demonstrated ability to create and sustain a supportive client-focused environment for battered women and crime victims;
- Committed to and passionate about creating a work place and community free from sexism, racism, homophobia, and all other oppressions;
- Excellent interpersonal and organizational skills, familiarity with domestic violence and sexual assault issues, sensitivity to multi-cultural communities, non-judgmental attitude, familiarity with Virgin Islands culture, community and geography;
- Ability to work in diverse environment as a member of a strong team;
- Bilingual (Spanish and English) a plus.

Computer skills are essential, experience with Microsoft Word, Access, Excel, and PowerPoint preferred. The ability to work beyond traditional business hours is required.