



Employment Posting

Job Title: Domestic Relations Court Justice System Advocate
Location: Domestic Relations Court and Administrative Office
Hours: 40 hrs/week

PURPOSE:

The Justice System Advocate assists victims of domestic violence and related crimes by providing a full range of services including assistance with compensation claims, crisis intervention, court support, case status, community referrals, community awareness, and performs related duties as required.

ESSENTIAL JOB FUNCTIONS

1. Works independently to provide crisis intervention and emergency assistance by determining immediate assessment of needs and makes referrals to other community resources.
2. Explain the process of applying for State Victim Assistance Compensation. Coordinate with attorneys, victim service providers, and the Ohio Attorney General's Office.
3. Orient victims to the civil justice system by explaining procedural status of civil proceedings or cases; provides court support to victims.
4. Initiates case records and provides necessary documentation of case activities in a timely manner to the Justice Affairs Manager.
5. Acts as an advocate for victims to ensure their needs are addressed by the community and civil court system; confers with attorneys on the status of cases; assists with preparation of civil protection orders and other processes designed to protect the rights of victims.
6. Provides support to victims and families during interviews with attorneys and court personnel; explains victims' rights.
7. Provides victims with follow-up contacts relating to case status, information such as motions filed, status of civil proceedings, terms and conditions of civil protection orders.
8. Represents Domestic Violence & Child Advocacy Center and its Justice System Advocacy Program through community meetings.
9. Maintains positive working relationships with DVCAC staff, Domestic Relations Court personnel, and community partners.
10. Completes Semi Annual Progress reports for OVW.
11. Assess client safety and apply applicable safety planning tools.
12. Assists with the initial fillings of civil protection orders

ADDITIONAL DUTIES AND RESPONSIBILITIES

1. Respect, understand and promote Domestic Violence & Child Advocacy Center's vision and mission.
2. Assume additional responsibilities and perform special projects as needed or directed.

PHYSICAL REQUIREMENTS

The candidate must be able to sit or stand for 8 hours per day. This job includes a significant amount of walking, talking, and listening.

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

A Bachelors Degree in human service or related field and/or five years of relevant domestic violence experience is required.

Knowledge, Skills, Abilities, Core Competency and Personal Characteristics

1. Considerable knowledge of civil court system; crisis intervention practices, interviewing, community resources, crime victimization; victims' rights and advocacy techniques;
2. Ability to make sensitive and insightful observations of individuals and to determine a course of intervention;
3. Ability to address crisis situations and respond with prompt decision and action;
4. Knowledge regarding domestic violence safety issues;
5. Knowledge of social, emotional, and personal aspects of domestic violence;
6. Working knowledge of community resources available for victims of domestic violence;
7. Ability to perform job duties with a high degree of initiative and independent judgment;
8. Ability to analyze situations and develop plan of action/correction;
9. Ability to organize work, engage in a variety of tasks, and consistently meet deadlines;
10. Demonstrate sound judgment and outstanding interpersonal skills;
11. Emotional maturity, stability, personal integrity, initiative and resourcefulness;
12. Ability to communicate clearly and sensitively with staff, board members, accrediting bodies, funding bodies, clients, volunteers, and the general public. Good written and verbal communication skills;
13. Working ability to communicate effectively with victims, defendants, law enforcement and court personnel; coordinate and maintain effective working relationships with courts, agencies, and individuals.
14. Ability to use the DVCAC philosophy in assigned functions:
 - Development of self- respect and respect for others
 - Celebration of diversity
 - Promotion of growth in each individual
 - Shared responsibility and involvement
 - Open, honest, ethical, and direct communication

CERTIFICATIONS, LICENSES, REGISTRATIONS

Must maintain a valid Ohio driver's license and proof of insurance coverage.

PREFERRED QUALIFICATIONS

Bilingual (Spanish) individual

Social Worker or Counselor licensed or license eligible.

PHYSICAL AND MENTAL DEMANDS

1. Ability to perform job responsibilities in a facility with multiple levels and without elevators

WORKING CONDITIONS

1. Must be available for extended or non-traditional work hours. Ability to tailor work hours to needs of clients.
2. Must be able to provide services at various locations.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Domestic Violence & Child Advocacy Center). Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder's responsibility.

Application Process

Resumes should be submitted to: Careers@DVCAC.org by Friday, May 6th.