



Maury County Center Against Domestic Violence

Court Advocate Position Description

Direct Supervisor: Team Leader/Assistant Director

Minimum Requirements: High school graduate with education or experience in domestic violence; ability to work in crisis situations as a team member; self motivated and knowledgeable about the court system.

Preferred Requirements: College degree and experience in the legal field

Hours: Full-time – 40 hrs./week

Rate of Pay: \$12.00/hour

GENERAL RESPONSIBILITIES

Provide victims of domestic & sexual violence as well as stalking victims with information about the justice system and assist with the process; provide support and make appropriate referrals.

Job Description:

The Court Advocate offers assistance to all victims of domestic and sexual violence whose cases are on a Maury County court docket. This is done in a multitude of ways, including the following duties:

- Collect court dockets through the Chancery Court Clerk's and General Sessions Clerk's offices (Columbia and Mt. Pleasant)
- Attend court where any case involving domestic or sexual violence is on the docket (Typically: Monday – General Sessions Court Part II, Wednesday and Thursday – General Session Court Part I, and Friday – Chancery Court. Attend Circuit Court as time permits or when a victim involved in a Circuit Court case has accessed the services of Hope House.)
- Collect reports from local law enforcement.
- Notify victims of their court date as safety permits.
- Arrange meetings with victims to explain the court procedures and allow the victim to become more comfortable/more familiar in otherwise intimidating surroundings
- Offer step-by-step assistance to victims throughout their court proceedings
- Assist victims in obtaining Orders of Protection and filing warrants
- Serve as a liaison between victims and the District Attorney, providing information about each case
- Assist women with transportation for legal matters
- Provide victims with packets containing information about the dynamics of domestic abuse

- Provide referral information on shelter services and other agencies that can help meet other needs
- Continue follow-up contacts as long as victim requests it/finds it helpful
- Maintain up-to-date accurate monthly reports of the program activities.
- Answer the crisis line and maintain documentation of all calls.
- Pick-up/Sort/Distribute donations as needed.
- Attend scheduled team and training sessions as well as staff meetings.
- Prepare reports as scheduled and submit on due date.
- Be available to be on-call for one week at a time. (Typically no more than one time per month.)
- Other duties as assigned by supervisor.

Knowledge, Skills, and Abilities

1. Demonstrate supportive, positive approach toward clients.
2. Ability to effectively network with other agencies and the community, by accessing services available to client population.
3. Communicate well both verbally and in writing.
4. Strong organizational and time management skills; able to meet deadlines.
5. Work cooperatively with other team members and support staff.
6. Conduct self in a professional manner.
7. Available to work flexible days and hours if needed.
8. Comply with established standards of care for clients.
9. Adhere to staff code of conduct, including confidentiality agreements and other requirements.

Employee _____

Date: _____

Supervisor _____

Date: _____