



Safe place. Safe families. Safe future.

TESSA JOB DESCRIPTION

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| JOB TITLE: | Court Advocate and Coordinator |
| REPORT TO: | Safety and Support Program Manager |
| TIME REQUIREMENT: | 40 hours a week |

SYNOPSIS: This position provides confidential support to victims of domestic violence, sexual assault, human trafficking, and stalking through TESSA's court services, including coordinating TESSA's court accompaniment program and serving victims engaged in DV Court.

RESPONSIBILITIES:

- Provide direct support to domestic violence, sexual assault, human trafficking, and stalking victims seeking temporary protective orders at the Courthouse.
- Provide direct support to domestic violence, sexual assault, human trafficking, and stalking victims seeking support at criminal and divorce proceedings.
- Provide ongoing follow up of court processes with survivors at appropriate intervals.
- Partner with TESSA's staff to assist victims through the court system.
- Partner with TESSA's Chief Legal Services Officer to assist victims through the permanent protection order process.
- Provide positive and productive oversight and direction to Court volunteers in accordance with policies and procedures.
- Develop court advocate training protocol and train Court volunteers.
- Inform and explain DV Court process and victim choices for involvement in the process.
- Work cooperatively with DV Court members to be the voice of the victims, victim safety, and offender accountability.
- Work cooperatively with other agencies and individuals involved with the client to assure comprehensive service delivery to the survivor and children.
- Develop and demonstrate knowledge and expertise regarding domestic violence, human trafficking, sexual assault, and stalking along with the court system.
- Enter, manage, and analyze court data in a timely manner according to the policy and procedures manual.
- Deliver programs and services in a manner that is respectful and sensitive to client's cultural experience.
- Identify gaps in the systems in which the client navigates and address those gaps with leadership appropriately.
- Understand department objectives and how they relate to the goals of the agency.
- Prevent, identify, and remove discriminatory barriers in services provided.
- Recognize that we all hold attitudes and beliefs that can detrimentally influence our perceptions of and interactions with others.
- Recognize the importance of multicultural sensitivity, responsiveness to, knowledge of, and understanding about diversity.
- Apply the principles of multiculturalism and diversity in training and staff development.
- Apply culturally appropriate skills in all interactions with clients, staff, volunteers, partner agencies, and other community members.
- Use organizational change processes to support culturally informed organizational policies & procedures.



OTHER

- Commit to TESSA's organizational mission, vision, and operating philosophy of Trauma Informed Care.
- Understand, support, and implement organizational initiatives and strategic plans.
- Attend program, department, and agency staff and other relevant meetings and trainings as required.
- Other duties and projects as requested by supervisor or Chief Executive Officer.

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and ability required for this position. Reasonable accommodations can be made to enable individuals with disabilities to perform these essential functions.

- Prefer Bachelor's Degree in social work or related field and/or two years relevant experience; prefer experience working with victims of domestic violence or sexual assault.
- Able to work evenings and weekends, as well as occasional overnight shifts when needed.
- Must be willing to complete and able to pass background and child abuse and neglect history checks.
- Excellent organization, communication (verbal and written), problem solving, listening, and interpersonal skills.
- Able to give attention to detail while being able to see the big picture.
- Displays a positive attitude, works well with others, and accepts direction well.
- Able to work well in stressful and emotionally taxing circumstances and engage in effective self care.
- Self-starter; comfortable working autonomously and in teams.
- Able to independently use a computer for word documents, spreadsheets, presentations, email, internet research, data entry and data management.
- Possess vision and hearing sufficient to work on a computer, on the telephone and in person.
- Ability to lift 50lbs, intermittently.
- Valid driver's license and car insurance with reliable transportation.
- Able to read, write, and speak English. Bilingual a plus.

**TESSA is an equal opportunity employer.
This position is open until filled.**