



*Safe place. Safe families. Safe future.*

## TESSA of DOUGLAS COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b>	CVA Court Support & Legal Advocate
<b>REPORT TO:</b>	Chief Legal Officer
<b>TIME REQUIREMENT:</b>	<b>40 Hours/Week, Full Time, Non Exempt</b>
<b>RATE OF PAY:</b>	<b>\$19.71/hr.</b>

**SYNOPSIS:** This position provides confidential support to victims of intimate partner violence, sexual violence, and stalking through TESSA's court services, including assisting TESSA's court accompaniment program. This position will also provide confidential legal advocacy support to clients in need of legal assistance with family law matters. Five mornings per week are required to be at the Douglas County Courthouse in Castle Rock, CO and afternoons at a TESSA location in Littleton, CO.

### RESPONSIBILITIES:

#### CLIENT SERVICES

- Provide direct support to intimate partner violence, sexual violence, and stalking victims seeking protective orders at the Courthouse.
- Provide direct support to intimate partner violence, sexual violence, and stalking victims seeking support at family law proceedings.
- Provide ongoing follow-up of court processes with victims at appropriate intervals.
- Partner with TESSA's staff to assist victims through the court system.
- Works with TESSA's Chief Legal Services Officer to assist victims through the protection order process.
- Provide positive and productive assistance and direction to Court volunteers in accordance with policies and procedures.
- Provide direct advocacy to clients impacted by domestic violence and/or sexual assault.
- Provide advocacy support to clients during court appearances when necessary.
- Ascertain the needs of people seeking legal aid, and work with them to determine what resources are available to them, referring outside of TESSA when necessary.
- Provide advocacy support in a respectful and sensitive manner.
- Treat survivors with respect, dignity, and empathy in a trauma-informed philosophy.
- Keep all survivor information confidential as directed by the survivor.
- Identify gaps in the systems in which the survivors navigate and address those gaps appropriately.
- Triage and assess all information and referral inquiries to assure effective advocacy and support.
- Refer client to other non-legal TESSA and community programs as needed by the client.
- Collaborate positively with TESSA advocates in providing services to clients.
- Works cooperatively with legal staff on providing legal assistance, coordination of legal referrals and legal support planning.
- Plan and assist with community education presentations, training, and outreach as needed.
- Understand department objectives and how they relate to the goals of the agency.

#### RECORD KEEPING

- Responsible for tracking team performance measurements.
- Responsible for maintaining timely and accurate client data in the department tracking system.
- Communicates and follows up with clients on necessary information.
- Assists Chief Legal Officer in collecting and entering client statistics for grant reporting.



### CULTURAL INCLUSIVITY

- Recognize that we hold attitudes and beliefs that can detrimentally influence our perceptions of and interactions with individuals who are diverse from ourselves.
- Recognize the importance of multicultural sensitivity, responsiveness to, knowledge of, and understanding about diversity.
- Apply culturally appropriate skills in all interactions with clients, co-workers, volunteers, partner agencies, and other community members.

### Other

- Commit to TESSA's organizational mission, vision, and operating philosophy.
- Treat clients, staff members and community partners with respect, dignity, and empathy.
- Attend staff, training and other relevant meetings.
- Other duties and projects as requested by Chief Legal Officer.

### **QUALIFICATIONS AND REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skills and/or abilities required to perform this job. Relevant experience or equivalent combination of education and/or experience may be considered. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- At least (2) years' experience serving as a Confidential Victim Advocate or paralegal required.
- Knowledge of domestic/sexual violence issues and experience working with DVSA victims required.
- Ability to read, write and speak English required.
- Fluency in Spanish and/or ASL preferred.
- Familiarity with the civil court system required.
- Experience working in a legal office environment highly desired.
- Excellent organizational, communication, problem solving, and interpersonal skills.
- Displays a positive attitude, works well with others, and accepts direction well.
- Ability to work well under stressful and emotionally-taxing circumstances.
- Ability to empathize, encourage and guide.
- Must be proficient in Microsoft Office and have general computer skills.
- Possess vision and hearing sufficient to work on a computer, on the phone and in person.
- Ability to lift 50lbs, intermittently.
- Valid driver's license and car insurance.
- Must be willing to complete background checks.

**TESSA is an equal opportunity employer.**