



Court Advocate Associate Bilingual - Job Description

Updated: October 10, 2022

Job Title: Court Advocate Associate Bilingual

Department: Community Response

Reports to: Community Response Program Manager, Program Director

FLSA Status: Non Exempt, Full Time / 40 hours per week

Benefits: Medical, Dental, Vision, 401K, Life Insurance

Compensation: \$44,336- \$54,080 annually

Email resume and cover letter to: erikac@napanews.org

Agency Description

NEWS is honored to provide domestic violence and sexual abuse advocacy services throughout Napa County. Recognized as a distinguished and well respected nonprofit organization, NEWS believes that the pathways out of violence can be as individual as the people we serve. Our innovative programs and services reflect that belief. The agency was formed in 1981 to provide immediate safety assistance to people escaping violence. For over 35 years, NEWS has grown and expanded its services to include programs to address the whole person, including the needs of children who have been exposed to violence and abuse. Our team is grounded in the values of dignity and respect, both for those we serve and for ourselves. We are committed to continually working toward reducing domestic violence and sexual abuse, promoting healthy relationships and to building a violence free community for all.

Summary

The Court In-take Advocate is responsible for the initial point of contact with clients for the Court Advocates. Will conduct screeners to determine proper referrals, planning and coordinating services for victims of domestic violence who seek restraining orders and related orders to protect themselves and their children. Includes light caseload management and coordination of other court services. In addition, the Court Advocate Associate is a liaison to the Court, Court Services, and the Legal Community.

Primary Duties

- Conduct screeners for incoming Court Advocacy referrals and refer to the appropriate services.
- Provide crisis intervention, problem solving, advocacy, information, and referrals specifically in domestic violence court and legal issues.
- Provide and/or coordinate temporary restraining orders, court accompaniment, advocacy and/or referrals for domestic violence victims residing in the shelter or in the community.
- Develop and maintain a dynamic working relationship between criminal justice system, law enforcement agencies, Victim Witness, Family Mediation, Family Court and NEWS.
- Provide and/or coordinate emergency response to law enforcement and the District Attorney's Domestic Violence Unit.
- Keep informed of federal and state legislation affecting family violence.
- Collaborate with community agencies, attorneys and other interested parties in establishing and conducting Temporary Restraining Order Clinics.
- Ensure accurate documentation and client file system.
- Maintain accurate and current records and statistics, collect data for monthly reports and maintain clearly written and verbal communication with other staff members.



DOMESTIC VIOLENCE & SEXUAL ABUSE SERVICES
NAPA VALLEY

- Attend agency and/or other meetings as directed.
- Work cooperatively with staff and volunteers on case management and planning.
- Provide emergency and non-emergency transportation to clients as needed.
- Other duties as assigned by supervisor.

Education, Experience & Language Skills

A BA/BS in criminal justice, social work or paralegal experience preferred. Nonprofit experience a plus. Excellent communication and interpersonal skills. Ability to communicate clearly in writing, orally in English and in Spanish, with strong organizational skills. Ability to write reports, business correspondence, and procedures. Ability to effectively present information and respond to questions from supervisors, peers, donors, board, general public, etc.

Computer Skills, Certificates, Licenses, & Registrations

Proven ability to work with a variety of programs including Word, Excel, Client Database, etc. Domestic Violence and Sexual Assault Counselor Certificate (or attain after hire). Valid California Driver's License required and current vehicle registration. Other mandatory certifications as needed.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions. Employee is required to talk and hear, and use hands and fingers to operate a computer and telephone keyboard. Employee may be required to help move small items less than 45 lbs.

Work Environment

NEWS' mission is to provide a nurturing refuge for women and children suffering from domestic violence, and/or sexual abuse. It is our belief that in order to promote respect within the lives of those we serve, we must first start by respecting and honoring those we work with here at NEWS.

Equal Employment Opportunity

NEWS is an equal opportunity employer. Federal and State laws and the Agency's policy prohibit employment discrimination against applicants for employment and employees on the basis of age, ancestry, sex/gender (including gender identity,) pregnancy, childbirth and related medical conditions, marital status, registered domestic partner status, medical condition related to cancer or genetic characteristic, national origin, physical or mental disability, race, religion, sexual orientation or veterans' status. Discrimination is also prohibited on the basis of a perception that a person has any of the above characteristics.

Intent of Job Description

This description is intended to indicate the kinds of work duties that will be required in this position. It is not intended to limit, or in any way modify, the rights of any supervisor to assign, direct, and contract work of staff under his/her supervision. The use of a particular illustration describing duties shall not be held to exclude other duties, not mentioned, that are of a familiar level or difficulty.