

## ANEW: BUILDING BEYOND VIOLENCE AND ABUSE

### Job Description

<b>Title:</b> Court Advocate	<b>Department:</b> Court Advocacy Program
<b>Type:</b> Full-time	<b>Reports To:</b> Court Advocacy Program Manager
<b>Classification:</b> Non-exempt	<b>Supervises:</b> N/A

#### Job Summary:

The Court Advocate is a member of Anew: Building Beyond Violence and Abuse's (Anew) Court Advocacy Program. This position's work responsibilities center on understanding the central dynamics of domestic violence as it pertains to the legal scope. The Court Advocate responsibilities include but are not limited to, educating victims of domestic violence of their rights when navigating the legal system, accompanying clients to court, assisting in the preparation of Protective Orders, and working closely with the Assistant State's Attorneys and other court personnel to ensure domestic violence victims' legal rights are upheld. The Court Advocates work in both civil and criminal matters within the Cook County Sixth Municipal District Courthouse.

Our ideal candidate is an outgoing, compassionate, individual who can relate effectively with people of diverse cultural backgrounds, education levels, ages, and experiences. The candidate is also skilled in trauma-informed care and must have the ability to demonstrate empathic, non-judgmental attitudes as work responsibilities involve direct services to victims that have experienced all degrees of domestic violence. The ideal candidate is flexible and able to handle multiple demands as this position is in a fast-paced and ever-changing work environment. Understanding that our work can have a major impact on the lives of victims, the candidate must be self-motivated, detail oriented, organized, and able to complete tasks effectively and accurately both independently and as a team. A good understanding of domestic violence dynamics is imperative as the candidate must be able to think critically and be able to adapt to the demands of a court environment. The preferred candidate is able to demonstrate computer skills and excellent verbal and written communication skills.

#### Duties and Responsibilities

- Obtain DV 40-hour certification through completion of 40-hour Domestic Violence training provided by Anew. Completed 40-hour DV training preferred.
- Obtain ICDVP certification within one year of hire and maintain certification.
- Comply with Court Advocacy Program Manual.
- Maintain updated knowledge about the Illinois Domestic Violence Act, amendments, and related laws.

- Provide advocacy services on behalf of victims in court as well as to police, assistant state's attorneys, judges, personal attorneys, etc.
- Contact clients prior to and after court proceedings to provide updated case-related information.
- Assist in the preparation of Orders of Protections in criminal and civil court.
- Provide referral information about Anew services to clients and interested individuals.
- Meet with Program Manager for supervision.
- Maintain and submit all case related documentation per established deadlines.
- Complete and submit weekly employment related paperwork per established deadlines.
- Provide statistical data to Program Manager and Executive Director as needed.
- Participate in and represent Anew at various networking committees as assigned.
- Attend all mandatory Court Advocacy program meetings.
- Attend Anew All-Staff meetings.
- Attend additional trainings and other DV related meetings as assigned by the program manager.
- Assist with training, community outreach, and special projects as assigned.
- Work with other staff to maintain open communication and develop a team approach.
- All other duties as assigned.

### **Qualifications**

- Associate degree in related field required; Bachelor's degree preferred.
- Fluency in both spoken/written Spanish and English preferred.
- Completed 40-Hour Domestic Violence Training, preferred. Will be provided by Anew, if needed.
- Knowledge of the dynamics of domestic violence and trauma informed care preferred.
- Experience working in a legal setting or knowledge of legal proceedings preferred.
- Ability to work in a fast-paced environment.
- Ability to work independently and apply critical thinking skills.
- Excellent written and verbal communication skills and interpersonal skills.
- Strong problem-solving, organizational, and time management skills.
- Detailed-oriented with strong problem-solving skills.
- Ability to work well as a team member and effectively communicate with others.
- Ability to handle sensitive information in a confidential manner required.
- Ability to adhere to the Anew value statements.
- Must be able to operate general office equipment and be familiar with Microsoft Office.
- Must have reliable transportation, proof of insurance, and valid driver's license.
- Must be able to stand/walk for periods of time and lift up to 25lbs.

**Compensation and Benefits:**

The compensation for this position is \$17.50/hour for 35 hours per week. Anew offers benefits including 14 paid holidays; 20 days of Paid Time Off (PTO) annually; medical, dental and vision insurance; life, short-term and long-term disability; and the ability to contribute to our 403(b) plan. This position is also eligible for Aflac benefits such as dental, vision, short-term disability, etc.

If you are interested in applying for this position, please email your cover letter and resume to [careers@anewdv.org](mailto:careers@anewdv.org).

Anew is an equal opportunity employer and values a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, genetic information, age, disability status, protected veteran status, or any other category protected by law.

For more information about Anew: Building Beyond Violence and Abuse, please visit our website at [www.anewdv.org](http://www.anewdv.org).