

ANEW: BUILDING BEYOND VIOLENCE & ABUSE

Job Description

Title: Court Program Assistant	Department: Court Advocacy Program
Type: Full-Time	Reports To: Court Advocacy Program Manager
Classification: Non-exempt	Supervises: N/A

Job Summary:

The Court Advocacy Program Assistant is a member of the Anew: Building Beyond Violence and Abuse Court Advocacy Program. This program serves as a resource within the legal system to help victims impacted by domestic violence navigate the justice system and understand their legal rights pertaining to domestic violence and domestic abuse. The Court Advocacy Program works closely with those victimized by a family member related by blood or marriage, intimate partners, individuals sharing a common dwelling, and adoptive/foster families. We need a dynamic team player who will support program staff and work as an administrative assistant.

Our ideal candidate is friendly, positive and a team player. It is preferred that this individual has knowledge of the dynamics of intimate partner violence and trauma informed care and relates effectively with people of diverse cultural backgrounds, education, age, and experiences. The individual in this position must be able to demonstrate empathic, non-judgmental attitudes towards those who have been abused within their relationship. They must display flexibility and the ability to multi-task to manage the range of duties associated with working in a client-centered program.

The preferred candidate for this position is self-motivated, detail oriented and able to carry out tasks independently while working within a team atmosphere. They should have demonstrated computer skills, and excellent written and verbal communication skills. Additionally, the candidate should have strong problem-solving abilities and strong organizational and time management skills.

Duties and Responsibilities:

- Comply with Court program manual.
- Answer and triage calls to court advocacy program and respond to voice messages in a timely manner.
- Monitor and respond to general court advocacy program emails.
- Alpha-numeric and Chronological filing.
- Follow-up with clients after court dates to verify safety, ensure clients have updated case related information and answer questions regarding client rights and court processes.
- Provide reminder calls to ensure clients are knowledgeable of upcoming court dates.
- Complete computer checks to ensure updated and accurate information is reflected in client's files.
- Provide necessary DV related referrals and resources to clients/court population as needed.
- Document all contact with and about direct services with clients.
- Ensure client documentation meets all eligibility and programmatic requirements.
- Assist with data entry.
- Assist with the facilitation of the Legal Issues and Court Observation sections of the 40 hour domestic violence training.
- Assist Program Manager in obtaining letters of support for grant purposes by deadlines.

- Assist with coordinating quarterly DV courtroom meetings and taking minutes at each meeting.
- Assist Program Manager in compiling and submitting monthly reports.
- Monitor and submit requests for office supplies or other supplies necessary for program operations.
- Coordinate general maintenance and repairs for program offices.
- Meet regularly with Court Program Manager for supervision.
- Ensure all case-related documentation is submitted within established deadlines.
- Participate in and represent Anew on various committees as assigned.
- Attend all required program meetings and Anew All-Staff meetings.
- Promote Anew services, mission, and values in all aspects of employment.
- Attend additional trainings and other DV-related meetings as assigned.
- Work with other staff to maintain open communication and develop a team approach.
- All other duties as assigned.

Qualifications:

- Associate degree in human services or related field preferred or relevant work experience.
- Fluency in both spoken/written Spanish and English preferred.
- Complete 40-Hour Domestic Violence Training. Will be provided by Anew, if needed.
- Knowledge of the dynamics of intimate partner violence and trauma informed care preferred.
- Previous office management experience preferred.
- Excellent computer skills and knowledge. Proficiency in basic computer programs including Microsoft Word, Excel, and Windows-based databases.
- Ability to work independently and apply critical thinking skills.
- Excellent written and verbal communication skills and interpersonal skills.
- Strong 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.
- Ability to adhere to the Anew values statements.
- Must be able to operate general office equipment.
- 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
- Ability to work Monday-Friday between 8am and 6pm.

Compensation and Benefits:

The hiring range for this position is \$16.80 – \$19.95/hour for 35 hours per week. A \$0.50 differential is provided for Spanish speaking hires. Anew offers benefits including 14 paid holidays; 20 days of Paid Time Off (PTO) annually; medical, dental, vision and life insurance; short-term and long-term disability; and the ability to contribute to our 403(b) plan with 3% company matching. This position is also eligible for Aflac benefits.

If you are interested in applying for this position, please email your cover letter and resume to 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, 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.