

**Anew: Building Beyond Violence and Abuse
Court Program Manager
Job Description**

Title: Court Program Manager	Department: Court
Type: Full-time	Reports To: Director of Community Services
Classification: Exempt	Supervises: Court Advocacy Staff

Job Summary:

Are you a servant leader committed to providing intersectional, participant-centered services that prioritize safety, equality, and equity? Do you excel in organization and are passionate about supporting communities with anti-violence resources? Anew’s Court Advocacy Program is dedicated to increasing safety and awareness through comprehensive support, advocacy, and resources within the justice system. We are seeking a manager who understands the importance and benefits of intra-agency collaboration.

Our ideal candidate is a confident communicator and a compassionate advocate, capable of thriving in a fast-paced environment. The candidate should be skilled in trauma-informed care and able to demonstrate empathy and nonjudgmental attitudes in providing direct services to victims of all levels of domestic violence. This individual must exhibit a high degree of professionalism and the ability to engage effectively with people from diverse cultural backgrounds, education levels, ages, and experiences.

This position involves leading a team of professionals who work within the court system to support domestic violence victims with navigating the legal system by educating them on their rights, accompanying them to court, assisting with the preparation of Protective Orders, and maintaining collaborative relationships with Assistant State’s Attorneys and other court personnel to ensure that victims’ legal rights are upheld. Additionally, networking with other advocacy agencies and stakeholders is important in this role. The Court Advocacy Program addresses both civil and criminal matters within the Cook County Sixth Municipal District Courthouse. A strong understanding of domestic violence dynamics, as well as legal procedures and court settings, is crucial for this role. The candidate must be highly organized, detail-oriented, and capable of managing multiple tasks and obligations. They should also be adept at meeting deadlines and thinking creatively to make decisions that best serve our clients, staff, and agency.

Duties and Responsibilities:

Program Management:

- Oversee Court Advocacy Program to support Anew’s mission, values, and strategic plan.
- Recommend potential areas of growth for both the Court Advocacy Program and Anew to the Executive Leadership team.

- Ensure compliance with rules, regulations and outcome measures mandated by agency, relevant statutes, and funding sources.
- Maintain updated knowledge about the Illinois Domestic Violence Act, amendments, and related laws.
- Hire, onboard, train, and provide ongoing supervision of Court Advocacy Program staff.
- Collaborate with management on grant applications and renewals for Court Advocacy Program.
- Submit reports and statistics on Court Advocacy Program projects per established deadlines.
- Represent Anew and the larger DV community on various local, county and state committees, boards, and task forces as appropriate.
- Assist with training, community outreach, and special projects as assigned.
- Keep current on trends, statistics, and research in the field of domestic violence.
- Promote Anew services, mission, and values in all aspects of employment
- Facilitate regular staff meetings and supervision for Court Advocacy Program staff.
- Attend all management staff meetings, monthly administrative meetings, and quarterly All Staff meetings.
- Complete and submit program related paperwork and timesheets per established deadlines.
- Complete and submit probationary and annual reviews to HR per established deadlines.
- Work with other staff to maintain open communication and to develop a team approach.
- Other duties as assigned.

Direct Client Services:

- Provide advocacy services on behalf of victims in court and in interactions with police, assistant state's attorneys, judges, and private attorneys, ensuring appropriate assistance as needed.
- Ensure clients are privy to updated case-related information pertaining to court proceedings.
- Assist in the preparation of Orders of Protection in both criminal and civil courts.
- Offer referral information about Anew services to clients and interested parties.
- Maintain and submit all case-related documentation in accordance with established deadlines.

Qualifications:

- Bachelor's degree in social work, sociology, or related field required, Master's degree preferred or work experience where comparable knowledge and skills have been gained.
- Knowledge of domestic violence dynamics, trauma informed care and court proceedings required.
- At least 2 years supervisory experience preferred.
- At least 2 years program or project management experience preferred.
- Experience and comfort providing training and public speaking.
- Ability to take initiative and work independently; self-starter skilled in solving problems, motivating others, and providing leadership.
- Strong team communication and service coordination skills.
- Proven experience working in a fast-paced and ever-changing work environment.

- Bilingual in English/Spanish is a plus.
- Obtain 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.
- Ability to adhere to the Anew value statements.
- Excellent written and verbal communication skills.
- Excellent computer skills/knowledge. Proficiency in basic computer programs including Microsoft Word, Excel, PowerPoint, and Windows-based databases.
- Detail oriented with strong problem-solving skills.
- Strong organizational and time management skills.
- Ability to apply critical thinking and work independently.
- Ability to work well as a team member and effectively communicate with others.
- Ability to handle sensitive information in a confidential manner required.
- Must be able to operate general office equipment.
- Must have reliable means of commuting to main office and Anew program sites.
- Must be able to stand/walk for periods of time, navigate a building with stairs, and lift 25lbs.
- Flexibility in scheduling is a must- some evenings and weekends may be required.

Compensation and Benefits:

The hiring range for this salaried position is \$60,164 to \$66,849 for a 40-hour week. Anew offers benefits including 14 paid holidays; 20 days of Paid Time Off (PTO) annually; medical, dental, vision and life insurance; employee assistance program, short-term and long-term disability; and the ability to contribute to our 403(b) plan with a 3% company match. 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, 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