



Job Summary

The Center for Family Justice currently has an opening for a Bilingual Criminal Court Advocate to provide advocacy services, referrals and legal information to victims of domestic violence and/or sexual assault, who are referred through the criminal justice system.

Responsibilities and Duties

Program

- Provides information, advocacy, safety planning, and support to victims of domestic violence and/or sexual assault.
- Explains the legal process to victims both verbally and in writing.
- Follows client's case from initial arrest to conclusion and monitors cases on probation for the entire period of probation.
- Attends court to monitor cases on a daily basis and takes notes during court on the actions decided upon and reports back to other court advocates.
- Updates victims on their case progress through the court system, including defendant's pending release.
- Assesses the victim's level of danger and need for orders of protection and makes referrals to civil court when appropriate.
- Analyzes and assesses arrest reports and ensures that the court system, prosecutor, bail commissioner, family relations and domestic violence investigators are aware of any relevant arrests of defendant.
- Attends court trials as appropriate.
- Works with Protective Services (for victims over age 60), DCF, Batterer Intervention Programs, and any other agencies involved with the DV court unit.
- Refers victims to appropriate social services agencies, including The Center.
- Updates prosecutors regarding any relevant information obtained from victims regarding the defendant throughout pendency of case.
- Advocates to court personnel regarding the defendant's bail.
- Completes case reports and all relevant forms (e.g. inputs used to communicate with prosecutors) timely and accurately.
- Maintains accurate case files and enters data into ETO in a timely manner.
- Informs DV court unit of victim's concerns.

Agency

- Attends assigned Center meetings.
- Serves as a resource to the Center's staff on how the court system operates.
- Participates in The Center's outreach and awareness events.
- Special projects as assigned.

Qualifications and Skills

Required



- Bachelor's Degree in social work, criminal justice, psychology or related field and one to two years social work, case management or criminal justice experience.
- Strong commitment to The Center's mission.
- Strong written and verbal communication skills.
- Strong organizational skills and an ability to work independently.
- Ability to handle multiple tasks in a fast paced environment.
- Ability to work with diverse populations.
- Consistent availability of transportation in a private car by the arrangement of the employee.
- Satisfactory completion of The Center's certification training.

Preferred

- Experience working with victims of domestic violence or sexual assault.
- Bilingual/Spanish speaking.
- Computer literacy, including data entry experience, utilization of software packages, Microsoft word and internet/e-mail.
- Experience with ETO or other case management software.

Interested applicants may send their resumes to wendy@hr-consulting-group.com.

Thank you for your interest in employment opportunities with The Center for Family Justice. Please note that due to the volume of resumes received, only candidates selected for an interview will be contacted.

The Center for Family Justice is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, age, marital status, national origin/ancestry, sexual orientation, gender identity, disability status, protected veteran status, or any other legally protected status.