

Meriden-Wallingford Chrysalis, Inc.

Position Title:	Civil-Legal Advocate
Basic Functions:	To provide comprehensive civil legal advocacy services to all victims of family violence.
Reports To:	The Advocate is supervised by the Director of Programs and ultimately accountable to the Executive Director.
Class:	Non-Exempt, Bargaining
Hours per Week:	37.5

Job Summary:

The primary role of the Civil Family Violence Victim Advocate is to provide services to victims of intimate partner violence seeking protection, safety, and support services. This advocate will provide services to victims seeking civil court remedies, advocacy, and counseling and case management services. This position is to be carried out while empowering victims with respect to their safety and their right to self-determination.

Areas of Responsibility:

This position requires work assignments and responsibilities such as, but not limited to:

Civil-legal Advocacy

- Initial client intake and assessment for services
- Provide information about Restraining Orders and other civil remedies including but not limited to restitution, divorce, custody and visitation
- Assist victims in the completion of all necessary civil court paperwork
- Attend civil court hearings with victims
- Assistance and advocacy during any civil court case
- Information and referral to resources including domestic violence programs for emergency shelter and other support
- Provide information on the Civil Court Process
- Assistance with registering for CT SAVIN-victim notification
- Provide information and linkage to Adult Probation
- Conduct risk assessments on a regular basis (SRI, Danger Assessments)
- Maintenance of an updated resource guide for referrals
- Provide referrals to appropriate agencies for collateral services
- Provide referrals to domestic violence programs for shelter, counseling and other support services
- Provide referrals for services to children and dependents of the victim
- Provide information and assistance with applying for criminal injury compensation
- Engage in short-term supportive counseling, support and intervention
- Ongoing assistance in the development of safety plans including for staying, leaving, long-range planning
- Crisis intervention, ongoing assistance

- Provide client intake for sheltering individuals and families in accordance with agency protocols
- Provide coverage to 24-hour domestic violence hotline as needed
- Serve as a member of the 24-hour hotline back-up rotation
- Advocate with outside systems regarding clients' needs
- Facilitate support/education groups
- Other services as deemed necessary

Advocacy services on behalf of victims will include but not limited to the following;

- Develop victim referral protocols from the Family Violence Victim Advocates
- Develop a process for on-going communication between the civil and criminal courts to provide seamless services for victims
- Maintain client confidentiality subject to the agency's confidentiality policies and the provisions of CGS 52-146k privileged communication between the domestic violence counselors and victims
- Obtain and document victim's permission to release information
- Assist appropriate court personnel in recognizing the needs and choices identified by victims
- Initiate and maintain collaborative relationships with appropriate civil criminal court related personnel including but not limited to judges, CSSD Family Relations and Adult Probation, Marshals and Clerks
- Establish and maintain collaborative relationships with legal services organization, local law firms and private attorneys
- Develop and maintain a system for referrals to state and local resources including utilizing United Way 2-1-1 (uwc211ct.org)
- Provide advocacy on behalf of victims when appropriate within the community
- Substitute for other VOCA-funded Advocates to cover call-outs, vacancies or high case volume
- Keep accurate service records and submit quarterly reports to the Contractor

General

- Maintain accurate service records and submit all required statistics in accordance with agency due dates
- Submit quarterly statistical reports to the Director of Programs for submission to CCADV by 12:00pm on the 3rd day of the month following the quarter being reported on approved by CCADV
- Attend and participate in regular meetings called by MWC, CCADV and other meetings as scheduled, including training programs developed for Advocates
- Participate in research evaluation projects approved and sanctioned by CCADV
- Obtain certification as domestic violence counselor and maintain certification by attending 6 hours of additional training annually
- Public Awareness and Outreach services to general public members and professional organizations to ensure awareness of the Civil-Legal project and available services;
- Must uphold privileged communication of clients and all responsibilities of mandatory reporting

- Provide peer coverage to critical tasks such as court-based family violence victim advocacy as needed
- Other duties as assigned

Qualifications

- Bachelor's Degree or eight years (8) years experience in related field. A combination of an Associate's Degree plus four (4) years of experience will be considered.
- Bilingual/Bicultural English/Spanish
- Comprehensive working knowledge of the dynamics of domestic violence as well as the impact of trauma and culture
- Comprehensive working knowledge of Safety Planning/Victim Defined Advocacy as it relates to domestic violence victims and the development of a plan for their safety and preservation of their rights to self-determination
- Comprehensive knowledge for both civil and criminal, as it relates to domestic violence issues and laws affecting victims and, an ability to effectively apply this knowledge to individual cases
- Ability to work effectively in collaboration with key court personnel
- Ability to gather information from and assist a diversity of victims
- Commitment to working with domestic violence victims and their children to develop a plan for their safety and preserve their right to self-determination
- Effective oral and written communication skills
- Ability to integrate and manage large amounts of information and communicate this information appropriately and effectively
- Ability to maintain service records, complete reports accurately and submit in a timely fashion in accordance with CCADV Program Standards
- Ability to gather, consolidate and present client information through interviews
- Knowledge of community and state resources
- Ability to work effectively with both traditional and non-traditional systems, including civil court
- Ability to maintain service records, complete accurate statistical and narrative reports and submit in accordance with due dates
- Must obtain and maintain certification as a Domestic Violence Counselor, as per CGS 52-146k

Schedule

Hours are generally 8:30-4:30 Monday through Friday. This position includes a one-hour unpaid lunch during the court break. This position will require some flexible hours to meet the needs of the organization, and serves as a part of the agency's back-up rotation.

Special Requirements

This position requires local travel. A valid driver's license and current certificate of insurance is required for personnel who may travel in their scope of service to Meriden-Wallingford Chrysalis. Criminal, Department of Children and Families and Department of Motor Vehicles background checks are required for all staff to confirm suitability for

employment. Repeated motor vehicle violations may jeopardize employment as driver's records must be approved by the agency's insurance carrier for positions that transport clients. Some lifting of goods (groceries, donations) and/or small children in the course of duty is expected.

Supervision:

Supervision will be provided to the Civil Family Violence Victim Advocate by the Director of Programs. The Director of programs will provide an annual written review of job performance. Additional assistance will be provided to the Civil Family Violence Victim at regular meetings facilitated by CCADV staff and through training programs and materials.