

### **Job Posting: Court Advocate (Sullivan County)**

**Posting Date:** March 13, 2019

**Classification:** Nonexempt

**Reports to:** Associate Director

**Hours Per Week:** 40

**Schedule:** Primarily business hours with flexibility required for holidays, evenings and weekends

**Anticipated Start Date:** ASAP

Safe Homes of Orange County is a not-for-profit 501(c)(3), located in Orange County, NY that has grown from a grassroots, small group of committed individuals in 1986 to an organization, leader, and resource in the field of intimate partner violence and human trafficking advocacy and services provision. Our many programs include a Family Justice Center, emergency shelter, legal program, anti-trafficking program, individual and group support, advocacy, therapeutic counseling, Risk Reduction Response Programs, systems-based advocacy and collaboration, community education and outreach in Orange and Sullivan Counties.

#### **Duties & Responsibilities:**

Safe Homes of Orange County employs a full-time Court Advocate to provide empathetic, non-judgmental support and advocacy to victims of domestic violence in Sullivan County through its Safe Passage Program, utilizing office space located within the Sullivan County Government Center. The Court Advocate is responsible for providing empathetic, non-judgmental support and advocacy for victims of domestic violence and human trafficking throughout Sullivan County via the hotline, in-person and within community based organizations.

- Provide nonjudgmental and supportive counseling, screenings and intake interviews via telephone and in-person.
- Provide culturally informed emotional support and crisis intervention to victims of domestic violence and human trafficking.
- Provide comprehensive advocacy services including supportive counseling, assistance in preparing court documents and referrals and information to outside agencies and providers (ie: legal, housing, transportation and economic options) as well as accompaniment when appropriate and available.
- Proactively respond to the needs of hotline callers and walk-ins.
- Encourage client attendance and facilitate support groups, as scheduled.
- Engage in collaborative working relationships with other organizations in Sullivan County.
- Maintain client records, documentation, group logs and statistical information, as requested, in accordance with agency policy and utilize the agency database as expected;
- Report all suspected cases of child abuse and neglect in accordance with the NYS Child Protective Services regulations.
- Attend and actively participate in supervision, agency meetings and trainings, and external trainings as necessary.
- Travel extensively between the agency's offices and other locations (court, shelter, police stations, etc.)
- Other duties as assigned.

#### **Qualifications:**

- Minimum of a bachelor's degree in a human services, gender studies, sociology, social work or related field with a strong background in sexual assault and domestic violence

- Ability to work in a fast paced, crisis oriented environment: assess priorities, take initiative, handle multiple assignments and meet deadlines;
- Demonstrate ability to develop new ideas and put them into action where there are limited tools and resources already defined
- Be able to tie decisions to strategy, use sound logic and bring others into the decision making process;
- Possess good interpersonal communication skills, as well as strong oral and written communication skills;
- Effective presentation skills required. Have understanding of traditional and adult learning styles, and prepare training materials for a variety of audiences;
- Ability to maintain effective working relationships with others, communicate as needed and exhibit patience and understanding toward client population being served;
- Must have the ability to organize and manage their time and tasks
- Experience working with diverse populations and seeks understanding of cultural differences;
- Understand and work from a feminist philosophy of empowerment, and supports SHOC mission;
- Display commitment to ending violence against women and children and a commitment to social change through active participation in working towards ending racism, classism, sexism, ageism, homophobia, ableism, and all forms of oppression; demonstrate willingness to gain understanding of issues of oppression, battering and sexual assault;
- Model and uphold appropriate boundaries in work with clients, co-workers, supervisor, and community;
- Successful completion of a background check, including the Statewide Central Registry (SCR), Exclusion List (SEL) and criminal history information.
- Spanish language skills preferred;
- Ability to lift up to 25 pounds, navigate stairs, and periods of sitting, standing and walking required;
- Experience with Microsoft Word, WordPress, Publisher and Excel is preferred;
- A valid, insurable driver's license and transportation is required.

**Cover letter and resume required. Please submit via email or fax only to:**

Sarita Green, Associate Director

Email: [sgreen@safehomesorangecounty.org](mailto:sgreen@safehomesorangecounty.org)

Fax: 845-562-2216

**No telephone calls please.**

Safe Homes of Orange County prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.