



Between Friends

Court Advocate Job Description

Job Title: Court Advocate
Supervised By: Court Advocacy Services Manager
Classification: Full-Time, Non-Exempt
Anticipated Start Date: Immediately

ORGANIZATIONAL SUMMARY

Between Friends envisions a community without domestic violence where equality, safety, and justice exist for all. Between Friends provides a safe, supportive and empowering environment for individuals and families in crisis. Between Friends' counselors and advocates empower individuals to make their own decisions and choices, rather than making choices for them. Between Friends helps survivors and children to recognize that their experience is shared and that the problem of domestic violence is social and political.

POSITION SUMMARY

The Court Advocate provides advocacy to people seeking orders of protection in the third municipal district of Cook County (Rolling Meadows)

Program (75%)

- Helps survivors of domestic violence to understand their rights and the legal remedies available to them under Illinois Domestic Violence Act (IDVA)
- Assists clients in obtaining Orders of Protection and navigating the court processes by working with judges, court clerks, assistant state's attorneys, etc.; supports clients through scheduled hearings at court; and provides resources/referrals for clients
- Assist client in filing for survivor's compensation
- Identifies barriers to service for domestic violence survivors within the court and police systems and recommends solutions to advocate on behalf of individual survivors
- Conducts presentations about the IDVA, Orders of Protection and the criminal justice process for volunteer training, new staff, court and police personnel and community groups
- Assists with training and guidance of volunteers and interns providing court advocacy

Administrative (20%)

- Maintains case documentations and submits necessary information to the Court Advocacy Manager for statistical reporting
- Completes Court Advocacy Program documentation and case log sheets in a timely manner
- Participates in individual and group supervision coordinated by Court Advocacy Manager
- Works with Court Advocacy Manager to arrange daily schedule to meet the needs of clients and the agency

General (5%)

- Staffs the crisis line on an as-needed basis
- Participates in the crisis line on-call rotation as needed
- Participates in a variety of coalitions and committees to form collaborative responses to domestic violence
- Participates in agency events as needed
- Provides services as determined by Board of Director's policies

EDUCATION, EXPERIENCE & QUALIFICATIONS

- Bachelor degree in Social or Behavioral Sciences
- Previous experience in domestic violence services, advocacy or the court process preferred
- PC Literate with experience in word processing
- Bilingual Spanish preferred

WORK ENVIRONMENT

- This position operates primarily in the Rolling Meadows Courthouse. It occasionally operates in a professional office environment that is not fully accessible (stairs and no elevator)
- This role routinely uses office equipment such as computers, phones, photocopiers, scanners, filing cabinets, and fax machines
- This is a full time position. Occasional evenings and weekends may be required
- Some travel to off-site locations in the Chicago metro area is required
- Workplace is a smoke-and drug-free environment
- Equal opportunity employer. Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, handicap, disability, or any other factor determined to be unlawful by federal, state, or local statutes.

BENEFITS

- Salary is commensurate with experience
- Comprehensive benefits package (with some employee contributions) includes medical, dental, and vision insurance
- Full time employees are eligible for a 20 paid day sabbatical after completion of 5 years of employment
- 24 days of paid time off accrued during the first year, and 11 paid holidays

TO APPLY:

- Submit thoughtful cover letter including why you are interested and qualified for this position, resume, and salary requirement to: careers@betweenfriendschicago.org
- Please write your name (Last, First) and Court Advocate in the subject line of your e-mail
- Incomplete applications will not be accepted
- No phone calls please