



Position: Court Advocacy and Community Response Manager

Reports to: Associate Director of Domestic Violence Crisis Services

Classification: Full-time, exempt from FLSA;

Work Conditions: Frequently ascends/descends stairs to complete job tasks; Participate in 24-hour hotline rotation as primary and/or back-up staff as assigned; other evening and weekend hours may be required.

Benefits: Fully paid health, vision and dental insurance (no employee contribution required for standard plan). Generous Paid Time Off and paid holidays package. Option to participate in 403(b) Retirement Savings Plan.

Salary: \$39,000 annually; Additional pay of overnight and weekends

Overview:

The Court Advocacy and Community Response Manager oversees the domestic violence court advocacy program, trains and supervises volunteers to support this program and manages a multi-agency coordinated community response of service providers. This position also manages the Community Legal Project (CLP) under the Legal Information Services program and supervises the CLP intern. This position also supervises the Efiling Services Coordinator and two court advocate interns. The Director of Court Advocacy and Community Response is supervised by the Associate Director of Domestic Violence Crisis Services. .

Essential Job Duties and Responsibilities

- Coordinate Domestic Violence Court Advocacy Program.
- Accompany victims to civil and criminal domestic violence court weekly
- Provide supervision to Efiling Services Coordinator
- Assist victims in securing Domestic Violence Protective Orders.
- Recruit, screen, train and supervise court advocacy volunteers.

- Provide direct assistance to victims of domestic violence receiving services through the 24-hour hotline and in person.
- Provide leadership in building and managing the coordinated community response system of Orange County domestic violence victim service providers. Organizes and leads monthly meetings of the Domestic Violence and Sexual Assault Response Committee.
- Serve as a liaison between victims and victim services providers related to court advocacy such as those in the District Attorney's office, law enforcement, Legal Aid NC, the Orange County Sheriff's Office and local attorneys.
- Develop and present trainings for justice system and law enforcement personnel as requested.
- Remain informed about domestic violence legislation and update staff on relevant changes to both legislation and court procedure
- Collaborate with UNC Law School Pro Bono Program students to implement the Community Legal Project, CLP. Supervise summer legal intern.



Organizational Duties

- Maintain statistical records and proper documentation on clients served.
- Provide crisis support on agency hotline during business hours, some weeknights, and on weekends as needed
- Assist in training of hotline advocates and staff on DVPOs, efilings, and court advocacy.
- Other activities as assigned by supervisor .

Qualifications:

- Bachelor's Degree or Associate's Degree preferred though equivalent experience will be considered. .
- Have a solid understanding of interpersonal violence and its effect on individuals and families, and working knowledge of the role that barriers play in reaching out for support and connecting with community resources and the justice system.
- Exhibit a passion for building trusting and empowering relationships with survivors.
- Demonstrate cultural sensitivity and the ability to work with diverse groups. Possess empathic listening and communications skills that can be adapted for survivors with various needs
- Demonstrate the ability to perform job duties with a high degree of initiative and professionalism; demonstrated sound judgment, and patience.
- Fluency in spoken and written English required. Fluency in spoken and written Spanish strongly preferred
- Possess a valid driver's license, automobile insurance, and reliable vehicle.
- wo years' experience providing services to victims of crime or working with an underserved population highly preferred, or an equivalent combination of education and work experience.
- Demonstrated interest or experience in the justice system.
- Demonstrated commitment to anti-racist work
- Must possess and maintain a valid driver's license, automobile insurance, and reliable vehicle.

We actively encourage diverse candidates to apply. Compass Center provides equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, religion, age, gender identity or expression, sexual orientation, disability, national origin, genetic information, or veteran status.

To apply, please send a cover letter, resume and three professional references (prefer at least one direct supervisor) to employment@compassctr.org. Please include the job title in the subject line of the email NO phone calls please. Applications will be reviewed as they are submitted. Position to begin November 2021.