



**Position Title:** Court Advocate

**Accountability:** Chief Program and Operating Officer

**FLSA Status:** Non-Exempt

**Status:** Full-Time

**Mission Statement:** To provide trauma-informed services, to advocate for domestic violence survivors and their children, and to promote prevention of domestic violence through community awareness and training.

**Position Summary:** Provide court advocacy services for survivors of intimate partner violence to assist them in proceeding through the legal system to obtain safety and live violence-free.

**Responsibilities:**

1. Assess client needs for court advocacy and serve as a liaison between the client, the legal system, law enforcement victim advocate, and Sistercare attorneys.
2. Provide written and verbal information to the clients regarding their legal options, rights and domestic abuse without providing legal advice.
3. Assess clients for their need for legal representation, complete court advocacy assessments for legal representation, and make referrals to Sistercare's attorneys with accompanying assessment and legal documents.
4. Provide referrals to clients to community agencies and courts to obtain services, orders of protection, child and property custody, legal sanctions against the abuser, and legal representation.
5. Accompany clients to court and provide emotional support.
6. Work cooperatively with family and criminal personnel with client cases.
7. Remain current on the status of intimate partner abuse laws and the procedures and practices of the judicial and law enforcement systems.
8. Input direct service and collateral time into Sistercare's client database management system according to Sistercare's policy and procedures.

9. Participate in staff meetings, case staffings and other agency meetings.
10. Attend twelve (12) hours of Victim Service Provider (VSP) training each year to remain in compliance and active status as a VSP.
11. Perform other duties as required.

**Qualifications:**

- Bachelor's degree in behavioral science or related field or equivalent experience on a year-for-year basis.
- Knowledge of intimate partner abuse laws and procedures, and practices of the judicial and law enforcement systems.
- Knowledge of clients' advocacy principles, presenting problems of family violence and common problems confronting women.
- Knowledge of community resources available to assist follow-up clients.
- Skill in communicating effectively with intimate partner violence survivors.
- Ability to relate in a non-judgmental manner with individuals with a wide range of problems, work in a cooperative team effort, and handle emergency situations on an independent basis.
- Must have a valid South Carolina driver's license, a vehicle to be used for work related travel and vehicle insurance.

**Physical Demands and Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

The noise level in the work environment is usually moderate to loud. The employee frequently is required to use hands or fingers, handle, or feel objects, tools, various forms of technology or controls. The employee must be able to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, run or crawl. The employee must have the ability to follow written and oral instructions and procedures.

The employee must be able to work under regular, moderate levels of stress and must be able to regularly lift and move up to 10 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

_____ Employee	_____ Date	_____ Executive Director	_____ Date
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