

## **Court Advocate**

The Court Advocate is responsible for all Quigley House Courthouse-based services, including assisting victims of domestic violence and sexual violence in obtaining services from the legal and judicial system as well as from social service agencies, and serving as liaison with the judicial system.

BA in Criminal Justice or human services field, or four years comparable work experience. At least one year additional experience working with victims of domestic violence preferred. Professional attitude and appearance. Solid written and verbal communication skills with the ability to prioritize tasks.

Duties will include:

1. Provide assistance to victims of domestic violence and sexual assault in obtaining services from the legal and judicial system. This includes, but is not limited to:

- Assisting domestic violence victims file injunctions for protection.
- Assisting victims file victim's compensation claims.
- Supporting clients in obtaining services from the State Attorney's Office.
- Accompanying clients to Court and/or depositions when requested.

2. Assess and evaluate the needs of clients, providing crisis intervention, case management, and safety planning as needed, and providing referrals to other Quigley House and community services, as appropriate.

3. Provide an informational session to victims prior to court proceedings and facilitate psycho-educational groups to advise them of their rights and options as victims of domestic violence or adult sexual assault and to educate them on the dynamics of abuse.

4. Gather statistical data on court proceedings such as the percentage of injunctions granted, how often which items are included, number of violations, consequences, recidivism.

5. Preserve integrity and quality of client service programs by maintaining accurate and thorough statistics and records of domestic violence client services and staff activities. This includes, but is not limited to:

- Managing accurate record keeping and data collection of client services.

- Participating in routine maintenance and quality assessments of outreach client files.
- Ensuring all grant funded services are administered and measured appropriately and that service goals are achieved.
- Developing annual service & program goals and objectives with the Director of Domestic Violence Services or the CEO.
- Regularly informing the Director of Domestic Violence Services of program status through monthly reports and regular status meetings.

Must pass an extensive criminal background check. A clean driving record and reliable transportation is required. Must successfully complete hotline and all required training. Send Cover Letter, Resume and three Professional References.

Job Type: Full-time

Required license or certification:

- Driver's License

Overview: Quigley House is a comprehensive Domestic Violence and Sexual Assault Center serving the Clay County Area in Northeast Florida. Our Mission is to provide advocacy and empowerment to victims of domestic violence and sexual assault while providing community education to heighten awareness. Quigley House, Inc. is an Equal Opportunity Employer