



POSITION DESCRIPTION

Position Title: Court Advocate
Reports To: Executive Director
Schedule: Full-Time Non-Exempt

The philosophy of our organization is that all people have the right to live without fear, abuse, oppression, and violence. Our advocacy programs embrace the philosophy that people experiencing violence and/or abuse have the potential to control their lives and can be helped in doing so through support, information, and encouragement. We believe that our organization should model behavior that is nonviolent and uses power responsibly for personal and organizational action and growth.

GENERAL DESCRIPTION

Provide technical assistance and advocacy for clients filing Emergency Protective Orders. Provide technical assistance, advocacy, and support to clients at Protective Order hearings. Assist with safety planning and resource referrals for individuals in crisis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for reflecting on how parts of your identity might give you advantages in the workplace—even if you didn't ask for them or earn them—while others might experience disadvantages. We ask that you also reflect on how your position and how your power may shift depending on your environment, the people around you, or the institutions at play. The goal of this reflection is to build awareness and compassion that is needed and expected to create an inclusive workplace.
- Responsible for creating an inclusive environment and behaving in a way that ensures that clients and employees feel:
 - embraced, no matter what their cultural orientations are,
 - respected and valued,
 - engaged and connected to the community, and
 - safe from abuse and harassment.
- Adherence to all federal and state regulations regarding client services, specifically avoiding inappropriate conduct and strictly maintaining client confidentiality.
- Maintain a high level of professional and ethical conduct towards clients, staff, and the community.

- Maintain and promote a philosophy of customer service consistent with the goals of Ray of Hope. Be sensitive to client service issues and flexible enough to respond to the needs of individual clients.
- Responsible for providing assistance and advocacy and offering support to plaintiffs (victims of domestic violence) filing Emergency Protective Orders and filing criminal charges associated with domestic violence and/or violation of Protective Orders.
- Responsible for conducting an assessment or initial screening of prospective clients, evaluating their needs and level of risk and matching these to the appropriate services.
- Responsible for determining if there are any previous protective orders or domestic related crimes on abusers from OSCN on the computer. If so, document or print for the court any previous protective orders applicable to the case.
- Responsible for helping clients complete their paperwork for the emergency protective orders. Reviewing the court process with clients.
- Responsible for working with clients to determine risks and goals. Assisting victims in incorporating this information into Safety Plans. Conduct safety planning with every client.
- Responsible for making referrals for services, as needed, to various agencies; i.e., Safe Shelter, Legal Services, Department of Human Services, etc.
- Responsible for attending EPO court hearings with clients. Advocate for a client before a judge when allowed and advise the client that the advocate will follow-up with a call.
- Responsible for making follow-up calls to clients after the hearing, when permitted by the client. Explaining court procedures to clients, including filing procedure and process after hearing.
- Responsible for maintaining client document files following Ray of Hope guidelines and current professional standards.
- Prepare daily statistics for reports to funding sources, courts and others as requested.
- Attend All-Staff meetings and departmental meetings as required.
- Ability to work individually and in a team setting.
- Perform other related duties as assigned.

QUALIFICATIONS AND SKILLS

- Bachelor in Social Work, Psychology, Criminal Justice, or related degree preferred, or equivalent work experience with victims of crime required.
- Minimum of two years' experience with victims of crime and/or domestic violence and bilingual preferred.
- Intermediate computer skills required.
- Valid Oklahoma driver's license.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software, database knowledge; electronic mail and internet knowledge; copy and fax machines.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment includes office and criminal justice facilities. The noise level in the work environment is usually quiet but occasionally noisy.

ADDITIONAL INFORMATION

- The schedule is based on the needs of the client; flexibility is required.
- On-call required.
- Pre-employment background investigation required.
- Pre-employment drug testing may be requested.
- This position is grant-funded.

To apply, please send a cover letter and your resume. Applicants may be invited to participate in a phone or in-person interview, but an interview is not guaranteed. The successful applicant should expect a three-month probationary period and a six-month performance appraisal.

Interested applicants should send a resume and cover letter to:

Rhonda Hudson
Executive Director
Ray of Hope Advocacy Center, Inc.
P.O. Box 4037
Bartlesville, Oklahoma 74006
rhonda@rayofhopeac.org

The cover letter should explain why the applicant is interested in the job. It should also include a description of all experience relevant to each requirement of the position and an explanation of why the experience makes the applicant qualified for the requirements of the job. The resume should include all relevant education and experience (both professional and volunteer) and at least three professional references relating to professional activity within the last five years. Letters of recommendation are not required but if submitted, should not exceed three.

Ray of Hope Advocacy Center, Inc. provides equal employment opportunities for all applicants for employment and does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, place of residence or business, military service, and/or any other basis protected by federal or Virginia law. This policy extends to all aspects of employment opportunity including, but not limited to, hiring, compensation, benefits, promotion, transfer, layoff, termination, retirement, placement, training, and all privileges, terms, and conditions of employment.