

Court Advocate

The Blackstone Valley Advocacy Center is a non-profit organization providing comprehensive services to victims of domestic and sexual assault.

Job Summary:

The Blackstone Valley Advocacy Center is looking for a Court Advocate to perform the duties listed below at the Garrahy Courthouse in Providence, RI. The Court Advocate will assist in providing direct services to victims of domestic violence and sexual assault, including provision of support, information, referrals, and advocacy.

Principal Duties and Responsibilities:

- Provide victims of domestic and sexual violence with emotional support, referrals and information about the court process;
- Inform victims of their rights;
- Empower victims to make his/her own decisions;
- Advocate on the victim's behalf;
- Inform victims of the core of information about domestic violence; i
- Inform victims of the court process in which they are involved;
- Intervene on their behalf with police or court personnel as appropriate;
- Inform victims of the status of their cases, forms of protection available, domestic violence services, and other appropriate social services;
- Assist victims in identifying appropriate jurisdiction and in completion of required paperwork for protective orders;
- Provide information (such as court dates, case dispositions, and agency services) to victims via telephone or mail on a timely basis;
- Collect monthly data and prepare reports for inclusion in monthly statistics;
- Meet regularly with your supervisor and provide any written statistical or narrative reports requested; and
- Attend all training sessions deemed necessary/appropriate by your supervisor, including statewide Court Advocate meetings.

Skills and Abilities Required:

- A high level of organizational skills to engage diverse functions;
- Commitment and sensitivity to issues related to the needs of various individuals, particularly those affected by domestic violence and sexual assault;
- Ability to appropriately and effectively deal with stressful situations;
- Conduct oneself in ways that empower victims of domestic violence and sexual assault;
- Knowledge of the Rhode Island court system;
- Bachelor's degree; and
- Bilingual Spanish required.

This job description is intended to describe the general nature and level of work performed; the Principal Duties and Responsibilities are a representative, but not exhaustive, list of duties performed.

The Blackstone Valley Advocacy Center is an Equal Opportunity Employer. The organization does not discriminate against a volunteer, an employee, or applicant for employment of conditions or opportunities for employment based on race, color, religion, gender, sexual orientation, gender identity or expression, disability, age or country of ancestral origin.

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Vision insurance
- Life insurance
- Paid time off

Job Type: Full-time

Salary: \$18 per hour/\$35,100 annual