

THE SAFE PROJECT

Court Advocate

Revised: May 2018
Location: Coos County Courthouse
& Outreach Office
Hours: 30 Hours (.75 FTE)

Rate: \$12.50 - \$13.50 per hour DOE
Status: Non-exempt
Reports to: Executive Director
Funding: DHS FFV, VOCA

General Responsibilities

This staff member is responsible for assisting and supporting clients through the Restraining Order process and any resulting court actions and appearances. This staff member is responsible for assisting the client in filling out the petitions in the clients' own words and to provide transportation to courthouse as needed. This position is also responsible for advocacy and support for DV & SA clients at WSRC.

***NOTE: This position currently requires daily (M-F) commuting to Coquille and back, and can sometimes include providing transportation to clients. We do provide mileage reimbursement.**

Specific Duties and Responsibilities

1. Provide emotional support and encouragement to clients seeking a TRO, Elder Abuse Protection Order, or Sexual Assault Protection Order at the courthouse, by phone, and in meetings.
2. May also assist with Stalking Order paperwork on a case by case basis
3. Provide support to client questions about completing petitions and review clients' case with them before their hearing as needed. We do not offer legal advice
4. Review court room process and etiquette prior to appearance for petitions or any resulting court actions such as show cause hearings or stalking order trials
5. Pick up show cause hearing notices daily and notify clients of the hearing dates
6. Maintain partner relationships and accompany client to meetings with their attorney
7. Provide transportation when needed
8. Provide advocacy, support, safety planning, and resources for DV and SA clients using best practices techniques
9. Provide transportation and referrals for victims as needed
10. Required participation on the 24/7 Crisis Line and Crisis Response Team on a rotating basis
11. Enter all client contact data into ALICE database
12. Other duties as assigned

Qualifications and Skills

1. Ability to remain neutral while assisting clients in distress and work under time deadlines
2. Ability to help clients in distress clarify the required information for petition forms
3. Ability to support clients in trauma without judgment and work with a diverse population
4. Excellent oral and written communication skills & exceptional organizational skills
5. Ability to maintain accurate records
6. Valid Oregon driver's license and reliable transportation

I have read and understand the above position responsibilities

Employee Signature

Date

Executive Director Signature

Date