



Director of Court Advocacy and Community Response

Job: Director of Court Advocacy and Community Response

Reports to: Director of Domestic Violence Crisis Services

Classification: Full-time, exempt from FLSA; Participation in hotline rotation as primary and/or back-up staff as assigned; other evening and weekend hours may be required

Benefits: Fully paid health, vision and dental insurance (no employee contribution required for standard plan). Generous Paid Time Off and paid holidays package. Option to participate in 403(b) Retirement Savings Plan.

Salary Range: \$34,000-\$35,000

Position Summary: The Director of Court Advocacy and Community Response oversees the domestic violence court advocacy program, trains and supervises volunteers and interns to support this program and manages a multi-agency coordinated community response of service providers. This position provides direct services to both English and Spanish-Speaking victims (if not bi-lingual, through use of interpreter) of domestic violence.

Court Advocacy

- Coordinate domestic violence court advocacy program.
- Accompany victims to civil and criminal court.
- Serve as a liaison between victims and victim service providers related to court advocacy.
- Maintain documentation and statistical records related to court services.
- Remain informed about domestic violence legislation and update other staff and volunteers.
- Develop and present trainings for justice system and law enforcement personnel as requested.

Crisis Services

- Provide daytime and overnight coverage for the domestic violence hotline.
- Offer direct assistance and follow-up services to victims of domestic violence over the phone and in person.
- Maintain proper documentation of client contacts.
- Coordinate the development and maintenance of agency court and legal resource material.

Volunteer Management

- Recruit, screen, train and supervise court advocacy volunteers and interns.
- Assist in the screening and supervision of volunteer hotline advocates when appropriate.
- Assist in the planning and implementation of the hotline advocate training program.

Community Response

- Provide leadership in building and managing the coordinated community response system of Orange County domestic violence victim service providers.
- Develop and maintain positive and strong professional relationships with community agencies to meet victim needs.

Administration

- Responsible for preparing program-related report(s) as needed.
- Consistent attendance at staff and program meetings.

- Responsible for participating in the on-going maintenance of a clean, organized and welcoming facility and environment.
- Other activities as assigned by supervisor.

Qualifications:

- Bachelor's or Associates Degree required.
- Minimum of two years of experience providing services to victims of interpersonal violence or other crimes, working with an underserved population or working in the justice system or an equivalent combination of education and work experience.
- Fluency in Spanish a plus.
- Demonstrated interest or experience in the justice system.
- Training in intimate partner violence direct services and advocacy and trauma-informed care preferred.
- Ability to perform job duties with a high degree of initiative and professionalism; demonstrated sound judgment, and outstanding communication skills.
- Must possess and maintain a valid driver's license, automobile insurance, and reliable vehicle.

We actively encourage diverse candidates to apply. Compass Center provides equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, religion, age, gender identity or expression, sexual orientation, disability, national origin, genetic information, or veteran status.

To apply, please send a cover letter, resume and three professional references (prefer at least one direct supervisor) to employment@compassctr.org. Please include the job title in the subject line of the email. No phone calls please. Applications will be reviewed and interviews conducted on a rolling basis. Latest date to apply Sept. 18, 2017. Position starting in late September or October 2017.