

SOUTH SUBURBAN FAMILY SHELTER
Job Description

Title: Bilingual Court Advocate	Department: Court Advocacy Program
Type: Full-time	Reports To: Court Advocacy Program Manager
Classification: Non-exempt	Supervises: N/A

Job Summary

The Bilingual Court Advocate is a member of South Suburban Family Shelter’s Court Advocacy Program. This position’s work responsibilities center on understanding the central dynamics of domestic violence as it pertains to the legal scope. The Bilingual Court Advocate responsibilities include but are not limited to, educating and assisting victims of domestic violence when navigating throughout the legal system, accompanying clients to court, assisting in the preparation of Protective Orders, and working closely with the Assistant State’s Attorneys and other court personnel to ensure domestic violence victims’ legal rights are upheld. Court Advocates work in both civil and criminal matters within the Cook County Sixth Municipal District Courthouse. Additionally, the Court Advocacy Program supports the Community Education Department in the development of content and curricula, and as a speaker, facilitator, and/or trainer.

Our ideal candidate is an outgoing, friendly, and energetic individual who is able to relate effectively with people of diverse cultural backgrounds, education, ages and experiences. The candidate is also skilled in managing traumatic encounters as work responsibilities involve direct services to victims that have experienced minor to severe domestic violence. The ideal candidate is flexible and able to handle multiple demands as this position is in a fast-paced and ever-changing work environment. Understanding that our work can have a major impact on the lives of victims the candidate must be organized and able to complete tasks effectively and accurately either independently or as a team.

Duties and Responsibilities

- Complete 40 Hour Domestic Violence Training.
- Obtain ICDVP certification within one year and maintain certification.
- Comply with Court Advocacy program manual.
- Provide advocacy services on behalf of victims in court as well as to police, assistant state’s attorneys, judges, personal attorneys, etc.
- Contact clients prior to and after court proceedings to provide case-related information.
- Ensure all case related documentation is maintained and submitted per established deadlines.
- Assist in the preparation of Orders of Protections in criminal and civil court.
- Be knowledgeable about the Illinois Domestic Violence Act and keep current on amendments and related laws.
- Prioritize the needs of clients and other court demands.
- Communicate information about SSFS services to clients and interested individuals.
- Assist with trainings, community outreach, and special projects as assigned.

- Assist the Program Manager in training new staff.
- Attend meetings as assigned by the Program Manager.
- Provide statistical data to Program Manager and Executive Director as needed.
- Attend regularly scheduled program meetings.
- Attend mandatory SSFS All-Staff meetings.
- Work with other SSFS staff to maintain open communication and to develop a team approach.
- Other duties as assigned.

Qualifications

- Associate degree in related field required; Bachelor's degree preferred
- Bilingual in English and Spanish required
- Demonstrated knowledge of issues and problems related to domestic violence
- Experience working in a legal setting or knowledge of legal proceedings preferred
- Detail-oriented
- Excellent interpersonal skills
- Excellent written and verbal communication skills
- Strong organizational and time management skills
- Ability to apply critical thinking skills
- Ability to work independently and in a team setting
- Ability to work in a fast-paced environment
- Ability to demonstrate empathetic, non-judgmental attitude towards clients and perpetrators
- Ability to work in the stressful, emotional, and traumatic environment of court rooms
- Experience working with a diverse population
- Must be able to operate general office equipment and be familiar with Microsoft Office
- Must be able to stand/walk for periods of time and lift up to 25lbs
- Ability to handle sensitive information in a confidential manner
- Ability to adhere to and demonstrate the values of SSFS

Compensation and Benefits

The compensation for the position is \$16.50/hour for 35 hours/week. SSFS offers benefits including holidays; PTO; medical and dental insurance; short-term and long-term disability; and the ability to contribute to a 403(b) plan. This position is also eligible for Aflac benefits such as telemedicine, accident, hospital, vision, etc.

If you are interested in applying for the position, please email your resume to careers@ssfs1.org.

SSFS is an equal opportunity employer and values a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, genetic information, age, disability status, protected veteran status, or any other characteristic protected by law.

For more information about South Suburban Family Shelter, please visit our website at www.ssfs1.org.