



**Title: Systems Advocate: Court Advocacy**

**Reports To: Systems Advocacy Program Manager**

**Location: Newport and Warren Office**

**FTE: 40 Hours per week**

**Term: Employment at Will**

**Salary Range: \$35,000-\$45,000**

### **ORGANIZATIONAL SUMMARY:**

Founded in 1977, the Women's Resource Center (WRC) has a long history of providing a full range of compassionate, comprehensive direct services to survivors of domestic violence. Over the past fifteen years, the WRC has also been at the forefront of innovative prevention practice nationally. The WRC's purpose is to work with the community to end violence, combining survivor-centered service delivery with evidence-informed prevention strategies. We engage a myriad of governmental and state agencies, organizational partners, and diverse local residents of all ages, races, ethnicities, languages, abilities, and socio-economic backgrounds to ensure that survivors have the support they need, while simultaneously working to create healthy, safe communities.

The WRC is committed to being at the top of our field with all of our services and practice. We prioritize organizational and staff development, to ensure that all of our practices reflect best practices in the field. In addition, we are participating in Move to End Violence, a national project focused on centering the domestic violence movement on the experiences of marginalized communities. Members of our staff have attended local, regional, and national trainings as well as webinars to continue to grow their professional skills.

*The Women's Resource Center has many strengths to build on including a strong revenue base from state and federal funds and foundation grants, a diverse, highly committed, engaged, and experienced staff providing unique, highly mission driven programs; competent management; and statewide recognition for excellence in programming in the areas of primary prevention and counseling as well as state leadership in connecting victims to DHS support.*

#### **Mission**

***Leading domestic violence prevention through the empowerment of individuals and the community by providing advocacy, education and support services.***

#### **Values**

**Social justice**

We believe that our community has the ability to achieve domestic peace.

### **Individual empowerment**

We believe in the potential for individual change.

### **Community commitment**

We believe in the power of working collaboratively with our community to compassionately and confidentially provide best practices in a safe and accessible environment.

### **Agency commitment**

We believe in providing a diverse, respectful, and safe environment to work, learn and grow.

## **POSITION SUMMARY:**

The Systems Advocate will report to the Systems Advocacy Program Manager. The Systems Advocate will assist victims of domestic violence and sexual assault with obtaining temporary restraining orders, navigating civil court proceedings and process, safety planning, and resources. The Systems Advocate will coordinate different community members to ensure the client has the services needed to safely proceed with court proceedings.

## **ESSENTIAL JOB FUNCTIONS:**

### **Direct Service:**

- Provide trauma-informed direct services to victims of domestic abuse including support, advocacy, crisis intervention, safety planning, information and referrals to victims of domestic violence and sexual assault involved in court proceedings.
- Advise victims of domestic violence and sexual assault crimes of their rights, and assist them in securing those rights.
- Inform victims of the availability of protective orders and assist victims in obtaining orders when appropriate.
- Monitor the justice system's response to and treatment of victims of domestic violence and sexual assault crimes.
- Take appropriate steps to deal with emergency situations with the goal of maintaining the safety of all clients
- Respond effectively to challenging situations with clients
- Know and understand all civil court proceedings, documents, language and processes in Newport County and throughout the state as needed to provide appropriate support
- Provide follow-up case management to clients in need
- Support on going clients during civil court proceedings
- Collaborate with and learn to implement the Law Enforcement Advocacy program

### **General Responsibilities:**

- Adhere to agency policies and work rules, including strict adherence to WRC confidentiality policies and code of ethics
- Maintain client files, agency files, statistics, forms, and other record keeping as required
- Complete all paperwork and enter it into the client records database in a timely manner
- Attend and actively participate in agency meetings as required, including department meetings, and regularly scheduled supervision meetings
- Identify and consult with Systems Advocacy Program Manager on any potentially high-risk client situations and/or any areas of concern about services or the agency. Bring forth ideas for service delivery improvement
- Maintain professional boundaries
- Attend training and continuing education activities as assigned

- Maintain current knowledge of changes in policies and procedures, new community resources, and other information
- Other duties as assigned

**Performance Skills:**

- Commitment to the mission, vision and values of the organization
- Knowledge of domestic violence issues
- Ability to work with diverse populations
- Ability to interact sensitively with traumatized populations and to handle crisis appropriately

*The **Women's Resource Center** is an Equal Opportunity Employer. The organization does not discriminate against a volunteer, an employee or applicant in employment of conditions or opportunities for employment on the basis of race, color, sex, language, religion, political or other opinion, national or social origin, property, birth or other status such as disability, age, marital and family status, sexual orientation and gender identity, health status, place of residence, economic and social situation.*

**HOW TO APPLY:** Please submit cover letter and resume to [careers@wrcnbc.org](mailto:careers@wrcnbc.org).

- Understanding of trauma informed care and empowerment philosophy of advocacy
- Ability to work independently and as a team
- Excellent written and verbal communication skills
- Ability to work effectively in a fast-paced and high-pressure work environment
- Effective problem-solving abilities
- Excellent organizational skills
- Emotional maturity with sensitivity to the needs of domestic violence victims and their families
- Ability to quickly assess volatile situations and use good judgement to resolve or diffuse situations

**Physical Demands:**

- Hear average or normal conversations and receive ordinary information
- Manual dexterity and able to use wrists, hands and/or fingers in repetitive motion
- Prepare and/or inspect documents and communications on computer or on paper
- Sitting for extended periods of time
- Bending, lifting and carrying up to 40 pounds (donations/commodities)
- Lifting from floor or from inside car, truck, or from trunk
- Moving up and down stairs in facilities

**Qualifications:**

- Associate degree in human services or related field
- A basic understanding of issues related domestic violence and crisis intervention

**Special Requirements:**

- Experience working with victims of domestic violence
- Experience working with trauma survivors
- Bilingual (Spanish/English) preferred

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