



JOB DESCRIPTION

Position Title: Justice Advocate (Criminal Court)

Reports to: IFP Project Lead Attorney

Major Function: Provide advocacy interventions to survivors of domestic violence and their children. Including but not limited to crisis intervention, safety education, information and referrals, and justice advocacy to individuals who seek services from CASA's Survivor Support Services, Non-Residential department, telephone hotline and those who enter the legal system for protection from domestic violence.

ILLUSTRATIVE DUTIES:

- Attend all hearings and advisories at the 6th District Court Misdemeanor Domestic Violence Division and Felony Division arraignments. During the hearings, it is the responsibility of the Justice Advocate to identify victims/survivors in the courtroom and offer them the services and support of CASA. It is also the responsibility of the Justice Advocate to take notes concerning the disposition of these hearings as they apply to victims/survivors. Justice Advocate will receive the daily court docket and identify any current CASA participants and other victims of domestic violence to offer CASA as a resource.
- Explain the eligibility, process and service for an Injunction for Protection (IFP), Return Hearing and General Master Hearing, as well as procedures if the respondent violates the injunction.
- Provide assistance to petitioners in completing the IFP paper work, especially with writing the short narrative describing physical violence, threats of violence and stalking.
- Provide justice advocacy by helping petitioners assess and evaluate their danger level of violence, develop a safety plan by providing Crimes Compensation information, paperwork, and referrals for the Address Confidentiality program where appropriate.
- Work with participants to help them assess their needs and explain CASA's services: legal assistance referral, shelter, community assistance, support group information; and work with them in developing and implementing a goal plan, and supporting their progress.
- Attend and provide support and assistance to petitioners at Return Hearings, General Master Hearings, and custody hearings when necessary.
- Advise those victims who have contacted Law Enforcement about the criminal justice process and refer them to the State Attorney Office.
- Work collaboratively with the State Attorney Office, the Clerk of the Courts, the St. Petersburg Police Department, the Sheriff's Department and other pertinent law enforcement organizations, to enhance victim safety and respondent accountability

through improved enforcement of injunctions for protection and domestic violence education to representatives of law enforcement and the legal system.

- Provide justice advocacy, telephone crisis intervention, safety planning and community referrals to callers and/or walk-in participants.
- Complete all required documents, paper work, and computer entries in an accurately and timely manner.
- Facilitate support groups.
- As needed, attend and participate in case conferences, staff meetings, trainings, community meetings and presentations.
- Assist with training and supervision of volunteers
- Perform other duties as assigned.
- Provide input for program development.

QUALIFICATIONS:

- Bachelor's Degree in related human services or equivalent life experience
- Have the ability to function independently and work cooperatively as a team member
- Experience working with survivors of domestic violence or other crisis experience preferred
- Knowledge of community resources and the ability to maintain working relationships with other agencies
- Willingness to work a flexible schedule
- Must have direct access to reliable transportation during all working hours.
- Willingness to drive agency vehicles, as needed.
- Valid Florida State Driver's License and proof of auto insurance verified annually.
- Participate in both CASA and State Attorney criminal background check.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Organization.

Signature: _____ Date: _____