



JOB TITLE: PPO Courthouse Advocate
REPORTS TO: Director of Volunteer/ERS/Advocacy Services
FLSA STATUS: Non-Exempt

Minimum Qualifications:

1. Two or more years in human services; crisis counseling preferred.
2. Bachelor's degree in human services preferred.
3. Must be self-initiating person who can work independently with minimum supervision.
4. Experience working with domestic violence and sexual assault survivors preferred; interest and concern for survivors of domestic violence and sexual assault.
5. Excellent organizational skills; ability to set priorities and to meet deadlines.
6. Excellent interpersonal and listening skills.
7. Ability to work with individuals from diverse backgrounds.
8. Demonstrated communication skills, including excellent writing skills.
9. Ability and willingness to comply with DASAS Confidentiality Policies in their entirety.
10. Reliable transportation.
11. Bilingual preferred, but not required.

Universal Essential Functions:

1. Be familiar with and adhere to the DASAS policies and performance standards.
2. Pass annual criminal background checks and DHS central registry checks.
3. Maintain an open, friendly, professional relationship with all staff and clients, to include respect for culture, diversity and ethnicity.
4. Attend training, planning and regular meetings as needed/required.
5. Foster communication among staff to promote strong, supportive teams and resolve conflict in an appropriate problem solving manner.
6. Maintain accurate documentation and complete written reports as required by position.
7. Ability and willingness to comply with DASAS Ethical Standards in their entirety.
8. Knowledge of computer software programs (Microsoft Word, Excel, and Outlook) and internet is required; familiarity with Microsoft Access, PowerPoint, and desktop publishing applications also preferred.
9. Attend the MCEDSV New Service Providers training as soon as possible after being hired.

General Essential Functions:

1. Coordinate collaborative efforts in assigned County through increasing the availability and quality of service and criminal justice response to victims of domestic violence, sexual assault, stalking and dating violence.
2. Ensure that victims are provided with information, options and support and to join with victims in planning their immediate future.

3. Assist victims of domestic and sexual violence in enhancing their safety and the safety of their children.
4. Provide comprehensive assistance with the issuance, service, modification, and enforcement of Personal Protection Orders.
5. Respond to referrals from law enforcement and the Prosecutor's Office to provide advocacy and criminal justice support.

Position Specific Essential Functions:

1. Assists survivors with civil legal issues including application process for gaining, modifying or terminating personal protection orders. (Under the terms of the STOP grant).
 - a. Providing petitioners with information on their responsibilities if a PPO is granted.
 - b. Advising petitioners of process should they no longer need the protection of a PPO.
 - c. In the case of PPO violations, confirming serve of the PPO on the respondent, and service of process on the witnesses.
 - d. Assists the Prosecutor's Office or Attorney in preparing files for court.
2. Provide follow up to PPO petitioners and assistance/advocacy with PPO enforcement issues.
3. Accompany survivors to protection order hearings or other civil proceedings; and all other advocacy within the civil justice system, as long as it is related to the issuance, modification, or termination of a PPO.
4. Criminal Justice Advocacy/Court Accompaniment - assisting survivors with criminal legal issues including preparing paperwork such as victim impact statements; accompanying a survivor to a criminal court proceeding or law enforcement interview; and all other advocacy within the criminal justice system.
5. Respond to referrals from the Prosecutor's office to provide assistance and support to victims who are testifying, as well as other forms of victim assistance and related activities.
6. Notify survivors of case status, hearing dates, providing information regarding the criminal process.
7. Under the direction of the Prosecutor and his/her guidelines, provide initial and ongoing follow up to survivors of domestic violence and sexual assault in criminal cases by following up with law enforcement agencies on gathering evidence to support evidence based prosecution in individual domestic violence, sexual assault, stalking and dating violence cases, as authorized by survivor or Prosecuting Attorney.
8. Identify, assess and interviews survivors in crisis so as to restore balance and reduce the effects of crisis in her/his life.
9. Refer domestic violence, sexual assault, stalking and/or dating violence survivors to DASAS and other community agencies to obtain resources or services including employment, housing, shelter services, health care, victim's compensation, etc.
10. Plans and implements services specially designed to respond to or targeted to underserved populations in Cass County.
11. Participate in the coordination of training for law enforcement officers, prosecutors, court personnel, and community to more effectively identify and respond to domestic violence, sexual assault, stalking, and/or dating violence.
 - a. Planning training content consistent with grant requirements and the needs and interests assessed by DASAS, Family Court, Law Enforcement, and the Prosecutor's Office.
 - b. Schedule training sessions with law enforcement agencies to maximize potential attendance.

- c. Arrange for production, copying and dissemination of course materials and practice guides and checklists.
 - d. Record training sessions during original presentation, and arranges for editing for future presentations.
 - e. Maintain records of officer attendance for locally produced training.
 - f. Coordinate training attendance with departmental administrators to ensure maximum exposure.
12. Assist with the development, revision and implementation of more effective police, prosecution, and court policies, protocols, and services specifically devoted to preventing, identifying, and responding to domestic violence, sexual assault, stalking and/or dating violence.
 13. Assist with data collection in domestic violence, sexual assault, stalking and/or dating violence cases (i.e., tracking arrests, violations of PPO's, prosecutions, convictions, dismissals, etc.)
 14. Advocate for survivors by participates in the Task Force on Family Violence to strengthen law enforcement and prosecution strategies to address domestic violence, sexual assault, stalking and/or dating violence crimes.
 - a. Reaching out to underserved populations in Cass County through meetings.
 15. Assist with planning for domestic violence/sexual assault/stalking/dating violence public awareness activities.
 16. Keep records, reports, statistics and collecting outcome measurement surveys per STOP grant and DASAS requirements.
 17. Perform other duties as assigned by management/Executive Director, and as requested by the Prosecutor's Office and law enforcement.

Full time position

Salary Range: under review

Includes cell phone and mileage reimbursement

The statements listed above are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.