



FAMILY VIOLENCE VICTIM ADVOCATE

Reports to: Manager, Legal Department
Original Date: December 2020
Job Status: Full Time – 37.5 hours
FLSA Status: Non-Exempt

Department: Legal
Revised Date: 5/7/2021
Location: Stamford, CT
Travel Requirements: 20%

Job Summary:

The Family Violence Victim Advocate (FVVA) advocates for the rights of domestic violence victims in the Superior Court system. Provides services related to domestic violence support such as safety planning, crisis counseling and assistance with navigating the criminal justice system.

Essential Job Functions:

- Advocates for the rights of domestic violence victims who are participating in the court processes by providing safety planning, crisis counseling and assistance with navigating the criminal justice system.
- Provides services with a trauma informed approach to help understand the dynamics of domestic violence including restraining order process and application processes.
- Collaborates effectively with the State Attorney's office and family services to communicate Victims' concerns and recommendations for the criminal court case.
- Actively monitors the court at arraignment and docket to insure proper participation.
- Effectuates home visits with domestic violence liaison at the Norwalk Police Department to ensure victim's safety and security.
- Works in partnership with law enforcement as the Lethality Assessment Program (LAP) coordinator for DVCC.
- Effectively and efficiently manages cases regarding domestic violence crimes while maintaining the client's safety and security and providing support for needs.
- Attends quarterly meetings with law enforcement and other LAP coordinators through CCADV process.
- Manages and evaluates all LAP data on a monthly basis to see trends and issues and completes reports on a quarterly basis.
- Mediates communication through Spanish interpretation for clients and attorneys at pro-bono legal clinic proceedings.
- Provides in-service presentations to counseling group –sessions regarding information about the criminal justice system, victim rights and resources.
- Completes appropriate referrals for clients to other departments within the agency or outside services as needed.
- Manages the daily documentation of client and court notes and inputs into the appropriate database.

Other:

- Guided by procedures, policies, major job objectives and the organization's mission and goals, working with little or no supervision.
- Has significant decision making authority and, significantly impacts the organization from both an internal and external perspective.

Qualifications:

- Master’s Degree in Criminal Justice or Social Services or related degree.
- Two plus years of case management experience working in a social service environment or criminal court system.
- Background in non-profit organizations a plus.
- Previous experience with domestic violence a plus.
- Bi-Lingual in Spanish preferred.
- Strong customer focus with good active listening skills.
- Demonstrated Project Management Skills.
- Highest level of ethics and values.
- Ability to build and manage relationships.
- Attention to detail, time management and strong organizational skills.
- Ability to work with all levels of people and maintain a professional attitude and foster relationships.
- Excellent Microsoft skills in Excel, Word, PowerPoint, Google Docs and Google Calendar.
- Ability to maintain the utmost confidentiality of all information, material and correspondence.
- Demonstrated ability to work in a fast-paced, changing team environment.
- Strong written, oral and interpersonal communication skills.
- Ability to use logic and reasoning to identify solutions and approaches to problems.
- Ability to make good judgments, and decisions, and be results oriented relating to day-to-day activities.
- Demonstrated flexibility, agility, adaptability and ability to multi-task.

Physical Demands:

Physical Abilities	N/A	Occasionally	Frequently	Constantly
Standing			X	
Walking			X	
Sitting				X
Stoop, kneel, crouch, crawl, bend		X		
Handling/Fingering				X
Reach Outward/Above		X		
Taste and Smell		X		
	Less than 10 lbs	10 lbs to 50 lbs	50 lbs to 100 lbs	More than 100 lbs
Lifting		X		
Visual Requirement	20/20 Correctable Vision			
