



Domestic Violence · Sexual Abuse · Sex Trafficking  
RESOURCE CENTER

## **COURT VICTIM ADVOCATE**

### **JOB DESCRIPTION**

**Job Title:** Court Victim Advocate

**Position Description:** Co-located at Courthouse. Support victims of domestic violence, sexual assault, and sex trafficking in reporting and navigating protective order paperwork and court processes. Provide advocacy, crisis intervention, safety planning, emotional support, resources, and navigating systems for victims at courthouse. Provide support and guidance for individuals and families in staying safe. Collaborate with victims and courthouse staff to ensure victim safety and justice. Provide preparation for protective order hearings for clients.

**Location:** Jackson County Courthouse  
100 S. Oakdale Ave.  
Medford, OR 97501

**Schedule and FTE:** Monday through Friday  
40 hours set schedule each week, within hours of 8am-5pm

### **WHO WE ARE**

Community Works provides hope, support, and empowerment to anyone impacted by domestic violence, sexual assault, stalking, sex trafficking, or youth transitioning out of homelessness.

Each year we serve thousands of survivors and their children. We provide 24/7 crisis intervention, shelter & housing services, and wraparound, supportive, ongoing services for survivors.

### **OUR COMMITMENT**

Community Works is an agency rooted in social justice and anti-oppression. Because of this, cultural agility, diversity, equity, and inclusion are of paramount importance and these pieces make up the fabric of our Agency culture. Because we value multiple and varying lenses, we strongly encourage people who are from communities that have been historically disenfranchised to apply. Community Works is an equal opportunity employer, and we welcome everyone to our team. All of our programs, services, and activities are in compliance with federal non-discrimination laws. If you need a reasonable accommodation at any point in the application or interview process, please let us know.

**QUALIFICATIONS:**

- Bachelor's Degree in Social Science discipline; Human Services discipline; Gender, Sexuality, and Women's Studies; or, related field; or, two year's relevant experience
- Work well independently, as part of a team, and part of a fast-paced environment
- Ability to be culturally agile
- Experience working with those in crisis

**ADDITIONAL REQUIREMENTS:**

- Good driving record and valid driver's license
- Personal auto insurance with require personal liability minimum of Bodily Injury \$100,000 each person, \$300,000 each occurrence
- Must successfully pass a Background and Abuse Check for Community Works
- Must adhere to Jackson County Courts professional business casual Dress Standards and policies.

**ESSENTIAL FUNCTIONS:**

- Maintain confidential information concerning the Agency, clients, and program organizational plans, policies, and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency. Promote Agency in positive manner.
- Provide advocacy support, empathic listening, safety planning, and resources to victims.
- Accompany victims to appointments, and provide transportation as needed.
- Establish and maintain frequent, positive communication with team members, share information willingly, and accept and provide feedback in a supportive, non-judgmental manner.
- Encourage teamwork by modeling & cooperative interaction with colleagues, volunteers, and community members. Use good interpersonal & conflict resolution skills.
- Must be culturally agile and sensitive.
- Understanding of domestic violence, sexual assault, stalking, sex trafficking, and oppression.
- Understanding of legal and civil rights for victims.
- Work effectively with crisis situations using a trauma-informed approach.
- Exercise patience and compassion with clients, co-workers, and community members.
- Set and maintain limits, and prioritize workload. Work independently, and be highly motivated.
- Provide education and training to peers and community members as assigned.
- Work with community partners to better provide wraparound services in our community.
- Maintain cleanliness and security of office space, documents, and Shelter if working at Shelter.
- Data entry for statistical information. Narrative information for grant reports.
- Maintain punctual, consistent attendance.
- Participate in on-call rotation.
- Provide transportation as needed to clients.
- Attend Agency and community trainings and meetings as assigned.
- Be flexible and willing to meet Agency needs. Other duties as assigned.