

**DOMESTIC VIOLENCE CENTER OF CHESTER COUNTY
PCCD VOCA JOB DESCRIPTION
BI-LINGUAL LEGAL ADVOCATE JUSTICE CENTER**

Job Title: Bi-Lingual Legal Advocate Chester County Justice Center
PCCD VOCA
Work Week: 40 Hours (Mon. - Fri.) 8:30-4:30

FLSA Status: Nonexempt
Reports to: Victim Services Director

Job Summary: Bi-Lingual Legal Advocate provides direct services to victims of domestic violence such as information and referrals for victims of domestic violence and support throughout the criminal justice proceedings or situations related to victimization.

JOB RESPONSIBILITIES:

- Maintain strict confidentiality of all client identification and information. May disclose confidential information only with valid, written informed consent from a client or a party legally authorized to consent on behalf of client.
- Provide criminal support, emergency legal advocacy, emergency financial assistance, assistance in filing compensation claims, follow-up counseling and telephone contact information and referral, special services and crisis counseling to domestic violence victims. More specifically Legal Advocate can provide services listed below to victims of domestic violence:
 - Information about the criminal justice process
 - Information about victim rights, information about victims 'compensation, how to obtain notifications, etc.
 - Referral to other services, supports and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)
 - Advocacy / Accompaniment to a law enforcement agency to provide support and assistance during the interview and identification of what resources are available in the aftermath of the victimization.
 - Assistance in applying for public benefits, return of personal property or effects, obtaining information needed for VCAP claim processing, acting on behalf of the victim, such as intervention with employer, creditor, landlord or academic institution.
 - Also includes providing Case Management.
 - Personal advocacy with a crime victim's employer, creditor, landlord or academic institution in an effort to assist the victim by explaining absences from work or school due to the crime and financial ramification of the crime to landlord or creditors.
 - Assist in securing child or dependent care for counseling or other appointments that pertain to the victimization.
 - Assists the victim with attending appointments, criminal / justice proceedings, including pre- and post-sentencing, and other public proceedings relevant to the victimization
 - Utilizing a third party, certified interpreter to provide confidential interpretation for other languages
 - Refers to specialized in-person emotional support, guidance, and counseling provided by counselors / advocates. Such counseling may occur - at the scene of a crime; immediately after a crime; at the first in-person contact between a counselor
 -

DOMESTIC VIOLENCE CENTER OF CHESTER COUNTY
PCCD VOCA JOB DESCRIPTION
Bi-LINGUAL LEGAL ADVOCATE JUSTICE CENTER

and victim, including meeting the victim in an emergency room, at a police station, at a district attorney's office, etc.; or during in-person contact for the duration of the crisis experience.

- Provide safety planning to assess the immediate safety of the victim and address the physical and emotional needs towards achieving long-term goals
- Crisis intervention counseling via hotline, provided by a counselor / advocate to provide emotional support, guidance, and counseling.
- One-to-One trauma-informed interaction, via in-person or phone, by a counselor / advocate provided to victims in response to the victimization. Interaction can include goal planning as it relates to the victimization
- Emergency Assistance (provide or refer) in filing for losses covered by public and private insurance programs (including Workman's Compensation, unemployment benefits, welfare, and Medicare), and payment for taxis, food, emergency shelter, clothing, an emergency safety measures (including activities such as boarding up victims' broken windows and replacing/repairing locks destroyed in the commission of a crime).
- Emergency funding can be used to pay for medications (prescription and non-prescription) and durable medical equipment (wheelchairs, crutches, hearing aids, eyeglasses) if they were damaged due to the crime or victims had to leave them behind and they cannot be funded through an alternative source within 48-hours of the crime.
- Temporary emergency housing provided to victims and their family members following victimization.
- Assistance with reasonable moving expenses, security deposits on housing, rental expenses, and /or utility startup costs.
- A procedural service notifying crime victims of any criminal justice events that are occurring as a result of their criminal case
- Assistance in preparation of a statement that details the physical, psychological, and economic effects of the crime on the victim and the victim's family.
- Assisting the victim with compiling expenses incurred as a result of the crime and advocating for restitution on behalf of the crime victim.
- Actions directly connected to family violence cases that are taken to ensure the health and safety of the victim. This includes filing Emergency Protection from Abuse orders, Emergency Sexual Violence Protection orders, injunctions, elder abuse petitions, child abuse petitions, and other protective orders.
- Assistance with filing for emergency custody/visitation rights is eligible only if directly connected to a family violence case.
- Advocate-provided support, assistance, and advocacy to victims at any stage of the criminal or juvenile justice process; also, post-sentencing services and support.

**DOMESTIC VIOLENCE CENTER OF CHESTER COUNTY
PCCD VOCA JOB DESCRIPTION
BI-LINGUAL LEGAL ADVOCATE JUSTICE CENTER**

TRAINING

- Attend a minimum of 15 hours of training annually.
- Assist with training other individuals in the Criminal Justice System.
- Complete PCADV'S required 45-hour counselor/advocate training and PCCD's training requirements

Teamwork

- Maintain daily statistical reports utilizing the database system (ETO). Prepare VOCA activity reports; prepare a monthly progress and challenge report for supervisor.
- Attend staff meetings and in-service trainings.
- Participate in all agency-wide events; 45-hour advocate training. October awareness, volunteer recognition, various celebrations, fairs, etc.
- Prepares a monthly progress and challenge report for supervisor.
- Assist with accomplishing agency-wide annual goals and objectives.
- Assist with keeping the facility clean and neat.
- Any and all other duties assigned by Director of Legal Services and/or CEO.

Skills and Qualifications

- Strong commitment to the mission and goals of DVCCC, professional work goals and personal development.
- Through knowledge and understanding of issues confronted by victims of abuse.
- Able to work with survivors of abuse and their children. Able to work with a diverse population and assist them with addressing trauma.
- Knowledge of civil, criminal and family court systems, and community agency support services available to victims of domestic violence.
- Able to work independently on projects and assignments with little or no supervision.

Mental Requirements of the Job

- Ability to work under pressure and adhere to deadlines.
- Ability to speak to program participants and various audiences.
- Ability to strategize issues related to domestic violence.
- Demonstrated ability to establish effective working relationships with staff, volunteers, and a variety of internal and external colleagues.

Other Requirements

- Must be willing to work flexible hours to meet program needs and grantor accountability requirements.
- Adhere to all agency policies and procedures (attendance, work hours, paperwork, etc.)
- Child abuse, criminal and FBI clearances as required by the state and DVCCC.
- Computer proficiency in Microsoft Office Products.
- Must have transportation to travel to court, meetings, and trainings.

**DOMESTIC VIOLENCE CENTER OF CHESTER COUNTY
PCCD VOCA JOB DESCRIPTION
BI-LINGUAL LEGAL ADVOCATE JUSTICE CENTER**

Physical Requirements:

Much of the work performed is sedentary in nature yet may require the employee to exert themselves with minimal force and/or be able lift or move light objects associated with the job responsibilities.

Environment and Conditions

The incumbent's typical place of work is an office environment and thus will not be substantially exposed to adverse environmental conditions

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

Minimum Training and Experience

- Bachelor's degree in Social Services or related field.
- Three years related experience.
- Equivalent combination of education and experience.

HR use only	
Job code	Full-Time
Last revised	December 2021
Management? (Yes/No)	No
E/NE status	Nonexempt

Employees' Signature

Date

Chief Executive Officer' Signature

Date