



# JOB NOTICE

Date Posted: September 13, 2018

Closing Date: until filled

APPLICATION PROCEDURES: Send letters of intent and resume via Indeed or internal and or mail to Box JA, HR, Compass Family & Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

**Program:** Sojourner House

**Title:** Judicial Advocate

**Salary \$:** Full Time with comprehensive benefits package. Competitive salary based on experience. Primary schedule consists of days, M-F

## General Duties:

1. Accompany and support clients (shelter and community residents) through the criminal justice system. Coordinate with police departments and prosecutors' office to provide the victim with a strong support system of advocacy that will include information about the judicial process, notification of court dates, preparation for testifying and accompaniment through the judicial process.
2. Meet with shelter residents and complete assessment for safety and develop a written safety plan. Document all contacts in the resident's case file. Ensure that the shelter staff is updated on all legal proceedings and made aware of all safety concerns regarding the resident. Coordinate services with Community Legal Aid and independent attorneys to address any legal issues that the residents present. Serve as the liaison for the resident with the various court systems.
3. Serve as the liaison to Sojourner House on the following committees and collaboration boards: Mahoning County Domestic Relations VAWA Collaboration Board, Legal Assistance to Victims (LAV) Collaboration Board, and Ohio Domestic Violence Network Legal Advocacy Caucus. Attend scheduled meetings and travel to various locations within the state where the meetings are scheduled.
4. Maintain demographic and statistical data on all clients served. Document information in appropriate format to meet the reporting requirements of program funders.
5. Attend program staff meetings, in service trainings, and supervisory meetings as scheduled. Collaborate with Rape Crisis Program.

## **QUALIFICATIONS FOR JOB**

**Education/experience:** BA social work or related field preferred. LSW or LPC is preferred. One year experience in human services field, domestic violence required.

**Miscellaneous requirements:** Criminal background checks; pre-employment drug screen; clear driving record; TB Test; CPR/First Aid Training.

**Personal:** Non-judgmental; good communication, networking and documentation skills.

**Physical Demands of job:** Standing, walking, sitting for long periods of time; lifting up to 50 pounds. Potential exposure to blood borne pathogens.

**Exempt:** Not eligible for over time.

AN EQUAL OPPORTUNITY EMPLOYER - SERVICE PROVIDED  
THROUGH AFFIRMATIVE ACTION  
EOE-M/F/H including persons with disabilities and veterans