



Houston Area Women's Center

Bilingual Court Advocate

Department: Children's Court Services

Job Status: Full-Time

FLSA Status: Exempt

Reports To: Manager of Children's Court Services

Work Schedule: Monday - Friday, 9:00 - 6:00

POSITION SUMMARY

Provide information, support and accompaniment services to child survivors of sexual and family violence, child witnesses and their families.

DUTIES AND RESPONSIBILITIES

- Provide information and support to families participating in the Criminal Justice System.
- Provide crisis intervention to families, as needed.
- Provide updates on criminal case status to parents/guardians.
- Conduct home visits with children in preparation for court.
- Provide age-appropriate court orientation/preparation to child witnesses who may testify in court.
- Provide accompaniment to children and their families to the District Attorney's Office.
- Provide court accompaniment for children and families.
- Interpret for families throughout the legal process, as needed.
- Refer families to appropriate health and social service agencies to obtain additional services as needed.
- Assist with and process applications for Crime Victims' Compensation for families.
- Liaison with other Criminal Justice professionals.
- Develop and maintain professional working relationships within the Criminal Justice System, with referral sources and other significant professionals.
- Keep current a comprehensive list of community resources available to clients.
- Staff office at CAC as assigned and participate in case review as needed.
- Assist with field training of new staff and interns.
- Assist with coordination of special projects that benefit clients.
- Document services provided in agency database.
- Advocate at HAWC and other agencies on behalf of children and women.
- Work towards constantly improving skills/knowledge related to job duties by seeking appropriate workshops, seminars, and conferences.
- Evaluate services to clients and make recommendations to Manager.
- Work cooperatively with other staff to ensure optimal utilization of resources and efficient management of the program.

POSITION QUALIFICATIONS

SKILLS & ABILITIES

Education: Bachelor's degree in Criminal Justice, Social Work, Psychology or Child & Family Development.

Experience: 1-2 years of relevant experience working with abused/traumatized children.

Language Skills: Bilingual English/Spanish required (read, write, and speak).

Computer Skills: Experience in Microsoft Office.

Certificates & Licenses: Possess a valid Texas driver's license, reliable means of transportation.

Competencies:

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Analytical Skills - Ability to use critical thinking and reasoning to solve a problem.
- Business Acumen - Ability to grasp and understand business concepts and issues.
- Accuracy - Ability to perform work accurately and thoroughly.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Project Management - Ability to organize and direct a project to completion.
- Ethical - Ability to demonstrate conformity to a set of values and accepted standards.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Relationship Building - Ability to effectively build relationships with co-workers and other professionals.
- Reliability - The trait of being dependable and trustworthy.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Sensitivity to cultural diversity - Ability to work with clients, staff, volunteers and others from diverse backgrounds.
- Ability to maintain confidentiality of client information.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Punctuality - Ability to be on time for meetings, court and other appointments.

Other Requirements:

- Ability to travel throughout Harris County.
- Ability to work flexible hours - evenings and Saturdays as required.
- Maintain accurate records and appropriate documentation of services.
- Report abuse/neglect to Child Protective Services.
- Keep current on latest research and issues on sexual and family violence, criminal laws and procedures, children's testimony and other topic of relevance through, but not limited to articles, books, videos, conferences, workshops, and meetings.
- Translate program materials, as needed.

- Provide services to adults and/or children/teens from a feminist/oppression perspective that includes empowerment, power differentials and gender issues.

PHYSICAL DEMANDS

- Ability to sit for extended periods of time is required. Employee may also need to need to squat or bend, reach outward or upward to effectively discharge job duties.
- Job incumbent must be able to lift/carry and/or push/pull up to 20 lbs.

WORK ENVIRONMENT:

MISSION OF THE HOUSTON AREA WOMEN'S CENTER: The Houston Area Women's Center helps individuals affected by domestic and sexual violence in their efforts to move their lives forward. We provide shelter, counseling and advocacy to support them in building lives free from the effects of violence. We seek social change to end domestic and sexual violence through community awareness and education. Our services are confidential and available to everyone.

The primary work location for the incumbent in this position is at the agency's administration location.

ESSENTIAL FUNCTION STATEMENT:

The Houston Area Women's Center has reviewed this job description to ensure that essential functions are included with the duties and responsibilities. To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

REVIEW:

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the agency reserves the right to change this job description and/or assign tasks for the employee to perform, as the agency may deem appropriate.

Employee Signature: _____ Date: _____

Updated January 2016