



# Job Posting

## Court Advocate

### About The Abbie Shelter

The Abbie Shelter's mission is *to promote safety, independence, and empowerment for survivors of domestic and sexual violence in Flathead County*. We serve clients of all backgrounds and genders through free services including 24-hour helpline, court advocacy, mental health support, shelter, and safety planning services. We are much more than just a shelter, and we support our clients through any step of the process of getting safe and recovering from intimate partner violence. Every year the Abbie supports more than 1,000 clients through our services and provides education to more than 1,500 additional people in the community.

For more information, please visit [www.abbieshelter.org](http://www.abbieshelter.org).

### Organization Aims

1. **Show up.** Answer the call. Provide accessible services to all who seek them.
1. **Prioritize Safety:** the physical and emotional safety of our clients, staff, and supporters.
2. **Meet people where they are at** with empathy and compassion. Be trauma-informed.
3. **Be a voice** for victims' rights and social justice. Challenge the status quo when it needs challenging.
4. **Offer hope** to the suffering.
5. **Never give up!**

### Organization Values & Approaches

1. **Trauma-Informed:** We aim to accommodate the real neurobiological needs of trauma survivors
2. **Client Lead:** We view the survivor as being in charge of their own journey
3. **Strengths Based:** We focus on the positive and the possible
4. **Relationship Based:** We trust that relationships between survivors and staff are key to success
5. **Evidence Based:** We use research to guide our policies and practices
6. **Feminist Based:** We acknowledge the societal structures that limit peoples' choices
7. **Coordinated Community Response:** We collaborate with local partners to coordinate systems of care
8. **Employee Self-Care:** We believe that you can't pour from an empty cup.

### Organization Core Competencies

1. Have a deep understanding of the complexities and demanding nature of providing direct care to vulnerable populations and survivors of trauma, and possess the ability to provide trauma informed care.

2. Have the ability to empathize with clients while simultaneously providing a boundaried, self-regulated, structured, and compassionate professional relationship.
3. Demonstrate cultural competence, the ability to empathize with people from diverse backgrounds, and experience providing inclusive services.
4. Have the capacity to balance client and organizational needs with personal emotional and physical needs.
5. Possess strong self awareness, with the ability and desire to self-reflect.
6. Have the ability and desire to work effectively both independently and collaboratively.
7. Have strong time management and task prioritization skills.
8. Have the ability to seek support, articulate needs, and receive feedback from clients, and co-workers.
9. Have the desire and capacity to build partnerships and work cooperatively with other service providers.
10. Possess above-average listening skills.
11. Strong written communication and documentation skills; proficiency in use of computer programs such as Google Drive, Word, Excel, Outlook, etc.
12. Ability to legally operate a motor vehicle and provide own transportation, lift up to 40 lbs, and work under variable conditions including: variable weather, noise, and other potentially unpredictable situations.
13. A passion for the mission of the Abbie Shelter.

## Abbie Shelter Statement Of Inclusion

The Abbie Shelter fosters a culture of inclusion. We value folx with a wide breath of life experiences and world views. The Abbie values people of all racial, cultural, national, sexual orientations, gender identities, religious beliefs, marital statuses, family structures, ages, mental and physical health and abilities, political perspectives, educational backgrounds, and class statuses.

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## Court Advocate Position Description

The Court Advocate is housed in local justice system agencies and provides direct services to survivors of domestic and sexual violence, dating violence, stalking, and any intimate partner violence related crimes. The Court Advocate collaborates with other direct services staff, clients, and community partners as a key link in systems of care and support. This is a non-entry-level position that works closely with local law enforcement, prosecutors, and other partners in the criminal and civil justice system.

## Preferred Qualifications

Applicants must possess a bachelor's degree in a human services related field OR have two years of work experience providing direct service to vulnerable populations.

## Roles

1. **Direct Service:** Serve as a key member of the Abbie Shelter's direct services team. Provide trauma-informed, structured, and compassionate services to program participants, focusing on the core mission of safety, independence, and empowerment. A high level of coordination and collaboration is required across the direct service team.
2. **Accessibility:** Ensure and expand the ability of program participants and community partners to access needed services efficiently.
3. **Capacity Building:** Explore and establish systemic venues to support direct services through which the organization can more reliably and predictably interact with clients.

4. **Collaboration:** Streamline the delivery of our programming and services to further strengthen our roles with our community partners to support the coordinated community response model.
5. **Consistency:** Create service delivery systems and standards for the organization's programs that afford consistency, quality, and efficiency.
6. **Documentation:** Complete documentation and keep statistics as needed. Protect confidentiality of client information. Coordinate and manage data entry with other staff.

## Responsibilities

1. **Victim Advocacy:** Be a supportive resource for victims of violent crimes engaged in the criminal and civil legal justice system; provide long-term support to victims as they navigate the justice system.
2. **Orders Of Protection:** Assist victims in petitioning for orders of protection and hearing preparation. Educate victims and community members on how to obtain and enforce protection orders. Accompany victims to court.
3. **Safety Planning:** Provide educated, trauma-informed safety planning support to victims of violent crimes.
4. **Resource Referrals:** Provide community resource referrals to relevant local programs and resources; assist with applications for Victim Compensation.
5. **Collaboration:** Serve as the bridge between victims, Law Enforcement, prosecutors, attorneys, judges, allied professionals, and other community members to ensure a coordinated community response to violent crimes. Participate in local and regional MDTs, coalitions, task forces, meetings or workshops, and community initiatives relevant to the client population.
6. **Outreach:** Assist with organizational promotion of domestic violence issues and education to the wider community, allied professionals, Law Enforcement, and justice system professionals.
7. **Helpline:** Respond to calls on the crisis hotline during day and night shifts providing safety planning, information and referrals, action plan development, peer counseling, and advocacy with community resources as necessary.

## Compensation

The Abbie Shelter is committed to providing employees with a living wage salary that is competitive in our area and a comprehensive benefits package including: health insurance, generous paid time off policy, family-friendly work environment, & ongoing paid professional development.

## Application Process

1. Send resume and cover letter to [advocate@abbieshelter.org](mailto:advocate@abbieshelter.org) by March 26th.
2. Interviews will be conducted until April 16th.
3. This position is preferred to start by May 3rd, 2021.