

## **Advocates for a Violence-Free Community Court Advocate Volunteer Job Description**

### **Primary Functions:**

We are looking for volunteers who have an interest in the legal system and would like to have direct contact with clients. The main responsibility of this position is to provide court support and advocacy for our clients in either a civil and/or criminal matter.

### **Primary Duties and Responsibilities:**

1. Attend court proceedings with/for client as needed for emotional support ONLY.
2. DO NOT give any legal advice and/or give personal opinions to the client pertaining to their individual situation. NEVER promise and/or predict any judicial outcome to the client.
3. Respect and understand the court protocol and procedures (ie. Stand for judges and jury, quiet courtroom etiquette. Etc)
4. May help with safety plans as needed per staff request.
5. Report back to Shelter Manager regarding outcome, next court date etc. (Form)

### **Requirements of Positions:**

1. At least 18 years old
2. All volunteers must pass a criminal background check and informal interview with the Shelter Manager.
3. Complete volunteer application form complete with references.
4. Must sign a confidentiality statement, agree to all terms of the confidentiality agreement and personally commit to keeping the confidentiality of all AVFC locations and clients at all times.
5. Must support and follow all guidelines, policies and procedures associated with AVFC.
6. Attend and complete 16 hour DV training and 14 hours of SA training as well as all other training requirements.
7. Shadow Shelter Manager or other court room volunteer at least 8 hours to learn the position requirements.
8. Complete 6 hours of on-going training during a calendar year
9. Attend volunteer meetings
10. Have reliable transportation to court locations.
11. Will be evaluated once per year by Shelter Manager. Volunteers will also be asked to evaluate Advocates staff.

### **Qualifications for Positions:**

1. Willingness to work within guidelines, policies, standards and mission statement of AVFC.
2. Awareness of and sensitivity to cultural/ethnic differences and/or willingness to learn.
3. Ability to work in a team and accept guidance and direction from staff members.
4. Experience with diverse cultures, languages and situations desirable but not mandatory.
5. Willingness to learn, listen, and be open minded when working with survivors.
6. Must have good verbal and written communication skills, be extremely flexible with your time, have an understanding of typical court processes and good boundaries.
7. Bilingual abilities highly desirable but not mandatory.

### **COMMITMENT:**

AVFC request that volunteers interested in this position commit to 1-2 days weekly (hours will vary on case), for one year. Advocates fully recognize that burnout is a real issue in today's world and in this line of work. We encourage volunteers to practice self-care activities.