

## **CASE COORDINATOR: COURT SUPPORT**

**Full-time/Benefits Eligible**

**Multiple Positions Available**

- 1. Monday, Wednesday: 7:30a - 4:00p; Tuesday: 9:30a - 6:00 pm; Thursday, Friday: 11:30a – 8:00 pm - Bilingual Preferred**
- 2. Monday, Tuesday and Friday: 11:30 am- 8:00 pm; Wednesday-Thursday: 9:30am- 6:00 pm - Bilingual Required**

**Pay Rate: \$22.60/hour (not negotiable)**

**PLEASE NOTE: if you are interested in applying for this position, please go to [emergecenter.org/employment](http://emergecenter.org/employment) to fill out a full application. Resumes and cover letters submitted through Indeed (or any third-party website) will NOT be reviewed.**

*Emerge Center Against Domestic Abuse has begun an organizational process of transforming philosophy and practice to acknowledge the root causes of violence as being embedded in multiple, intersecting systemic oppressions (sexism, racism, homophobia, transphobia, classism/poverty, able-ism, and anti-immigrant sentiment).*

*These conversations directly impact the climate and culture of our organization and are tied to the climate and culture in our community related to violence as a normalized experience. We are seeking team members across the organization who understand that humanizing the experience of all people is a radical act in a non-profit system and who are willing to be a part of transforming our organizational culture to be a more antiracist multicultural institution.*

*We are seeking job applicants who understand it is our responsibility to ensure that our responses to domestic abuse must include the experiences of those who are most in need and who have the least amount of access to help and support and who can work in an environment that is rapidly changing.*

**We're committed to making our community a safer place for everyone. Join us!**

### **POSITION OVERVIEW**

The Case Coordinator – Court Support provides compassionate support to program participants served at the Community Based Service sites using an approach that prioritizes understanding their lived experiences and identities. This position supports participants with navigating the criminal, civil, and social systems to ensure participants have access to immediate information, ongoing support, case management, safety, and justice.

### **RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES**

- Maintain confidentiality and trust for all employees, participants and visitors
- Consistently display culturally sensitive behavior and communication for all employees, participants and visitors. Seeks to expand knowledge base to increase cultural sensitivity
- Seek win/win solutions, value interdependence, share a common sense of responsibility for the whole
- Act in a manner that presents the agency in a positive light, and furthers a positive image for the agency
- Demonstrate a positive and respectful personal appearance.
- Contribute to a clean and orderly facility appearance
- Demonstrate respect, courtesy and dignity for all
- Respond in a timely manner in all aspects of communication

- Maintain safe working environment for self, other employees, and visitors in accordance with applicable standards relevant to the position's job duties
- Display adaptability and flexibility to encourage team, participant and agency health including: initiating improvements, demonstrating problem solving and creativity, demonstrating motivation for change and enhancement of the organization

## ESSENTIAL DUTIES

- Meets with survivors at court who are requesting an Order of Protection to ensure that they have detailed information, support, safety planning information, as well as linkage to ongoing services via Emerge
- Accompanies participants to court for criminal or civil proceedings in order to provide support and advocacy
- Works with survivors to help them develop a safety plan and a written goal plan which identifies their needs and action plans for areas such as employment, housing, financial, legal, child rearing, education and self-care
- Maintains regular communication with participants to address their basic needs
- Assists survivors in preparing for court (i.e. preparing for and managing triggers, understanding court proceedings, explaining appropriate behaviors expected in court; discussing courtroom etiquette)
- Helps prepare the participant for all possible outcomes and setbacks in the criminal and civil court proceedings
- Assists the participants in navigating their way through the social and legal systems, in order to get the services they are requesting and help remove any barriers in their way via advocating for them (i.e. making phone calls to other social service agencies and case managers; accompanying participants to other appointments to assist them in attaining their goals)
- Builds an understanding of each program participant's lived experience and identities, needs, history, strengths and pain
- Develops, implements and monitors case plans with all participants that prioritizes their lived experiences
- Meets weekly with participants to ensure wellbeing and access to all basic needs and to help them achieve their desired outcomes
- Updates and monitors progress toward goals for each program participant in an assigned caseload
- Provides safety planning, emotional support and education about domestic abuse to all program participants as a primary focus
- Assesses potential crisis situations and take appropriate preventive action that prioritizes the humanity of program participants
- Reacts logically and in a timely manner in crisis situations always ensuring that a trauma-informed approach is applied
- Manages and documents emergency situations and notify appropriate employees
- Completes all documentation thoroughly, accurately, and in a timely manner
- Maintains confidentiality of shelter sites and participant information
- Adheres to agency policies and procedures and all City, County, State and Federal regulations
- Attends all meetings and trainings as required

**REQUIRED EXPERIENCE AND QUALIFICATIONS** - Any combination of at least **3 years** of work, professional or life experience (personal), in the following areas:

**Note:** Emerge recognizes that the required skills and knowledge needed to serve survivors of domestic abuse can be derived by formal professional experience as well as other life experience outside of a professional setting. Qualified applicants will be asked to make a direct connection between their work or life experience and the required qualifications below. We also value the added foundation that formal education can provide, however, any years spent in an educational institution will not count directly toward the number of years required or preferred.

- One year of experience delivering lay legal services and/or assisting participants with navigating legal systems and community resources

- Experience of individual or organizational work to support and advocate for survivors of gender-based violence; understanding and supporting families
- Knowledge of the dynamics of domestic abuse and/or sexual violence
- Knowledge of the impact of trauma and lived experiences and the interface with how program participants request and receive support in a non-profit setting
- Demonstrate knowledge and practice working with how gender identity, race, class, ability and sexual orientation and other cultural factors and/or identifies intersect with issues of gender-based violence
- Demonstrate willingness and ability to confront racist, homophobic, transphobic behavior/comments in any setting
- Demonstrate a trauma-informed understanding and practice in working with trauma-based reactions/behavior (particularly during escalated situations/conversations) that prioritizes remaining grounded and not reacting out of fear or punitive intention
- Ability to build authentic relationships with team members, supervisors, and program participants through practices such as listening to gain deeper understanding, being vulnerable and engaging in giving and receiving feedback
- Ability to examine your own privilege and connections to power and/or oppressions so that you can work in service and consideration of the entire humanity of others
- Ability to function in a complex institution and systems with a focus on problem solving and adaptability
- Excellent written and oral communication
- Knowledge of group facilitation and dynamics
- Ability to assess potential crisis situations and take appropriate action
- Ability to work well independently and be self-motivated
- Proficient computer skills including e-mail, and calendars
- Note: Court Support positions also require one year of experience delivering lay legal services and/or assisting participants with navigating legal systems and community resources

**PREFERRED EXPERIENCE AND QUALIFICATIONS** - Any combination of at least **5 years** of lived/life experience (personal), work, or professional experience in the required areas.

- Bilingual (English/Spanish)
- Experience in the social service field and/or in the area of domestic violence

#### **OTHER REQUIREMENTS**

- Ability to obtain appropriate fingerprint clearance through the Arizona Department of Public Safety
- Ability to obtain CPR/First Aid certification
- Valid Arizona Driver License and proof of automobile insurance (as applicable)

#### **PHYSICAL DEMANDS**

- Must be able to sit or stand for long periods of time
- Must be able to express or exchange ideas by means of the spoken word to impart oral information to participants or to the public and to convey detailed spoken instructions to other workers accurately or quickly
- Provide CPR/First Aid
- Must be able to lift up to twenty-five pounds

Emerge is an equal opportunity employer

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