

Bilingual Case Coordinator – Tucson City Court Liaison

Full-time/Benefits Eligible
Bilingual (English/Spanish) **Required**

Monday – Friday 8:00 am to 4:30 pm



In this position you will:

- Utilize a trauma-informed care model to support program Clients
- Primarily work at Tucson City Court to provide support, education and assistance to victims of domestic violence
- Accompany Clients to contested order of protection and domestic violence hearings

Emerge! Center Against Domestic Abuse provides domestic abuse crisis intervention and housing, prevention and education, and support and advocacy services to anyone experiencing domestic abuse. Emerge! is the largest domestic abuse shelter and provider of domestic abuse prevention and abuse programs in Southern Arizona.

We're committed to making our community a safer place to live, work, and play.

ESSENTIAL DUTIES

- Support Clients from a trauma-informed care approach
- Support the development of a specialized domestic violence court at Tucson City Court and help develop court policies and protocols related to victim safety in collaboration with the Program Manager
- Provide feedback and recommendations of system gaps within Tucson City Court
- Work with Tucson City Court Judges to train court staff in the areas of domestic violence, stalking and dating violence
- Support Tucson City Court Judges in developing domestic violence educational curricula for other judges, court personnel and attorneys
- Provide follow up phone calls to victims as directed by Tucson City Court Prosecutors
- Communicate frequently with prosecutor's office to identify probationers and victims who have a history of domestic abuse and indicate a high risk for lethality or danger
- Accompany victims of domestic violence to apply for orders of protection and contested orders of protection and domestic violence hearings and provide support and advocacy
- Conduct lethality assessment screen and provide appropriate safety planning
- Help prepare Client for all possible outcomes and setbacks in the criminal and domestic relations court proceedings
- Assist Clients in navigating their way through the social and legal systems
- Establish awareness of community resources for legal, financial, medical, social service, education and safety needs
- Prepare and review safety planning and preparation planning about abuser confrontations in the courtrooms as well as upon abuser release
- Become familiar with and knowledgeable about the "Victim's Bill of Rights" in legal proceedings, to best advocate for the Client
- Maintain month end reports, statistics, and Client files in accordance with legal and licensing requirements, completing all documentation in a timely manner
- Appropriately maintains accurate information in client services databased entered in a timely manner

QUALIFICATIONS

- Associate degree, Bachelor degree preferred
- Four years related experience in the social service field and/or in the area of domestic violence
- One year of experience should include delivering lay legal services and/or assisting clients with navigating legal systems
 - Or an equivalent combination of education and/or experience

- Knowledge of and familiarity with community resources, victim needs and immigration issues
- Knowledge of criminal justice system
- Bilingual (English/Spanish) **required**

REQUIRED COMPETENCIES

- Effective listening
- Excellent written and oral communication
- Knowledge of the dynamics of domestic violence
- Knowledge of the impact of trauma
- 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, calendars, document processing, spreadsheets and databases

OTHER REQUIREMENTS

- Appropriate fingerprint clearance through the Arizona Department of Public Safety
- CPR/First Aid certification
- Valid Arizona Driver License and proof of automobile insurance
(No action is needed to acquire fingerprint clearance or CPR/1st Aid prior to possible employment and Emerge! will cover expenses upon employment.)

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 clients 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