**SAFE CPS Family Legal Advocate**

**who WE are**

* We’re The SAFE Alliance, a merger of Austin Children’s Shelter and SafePlace.
* We’re a registered, 501(c)3 nonprofit organization, spanning two beautiful campuses on several acres in beautiful Austin, Texas.
* We’re a diverse, passionate group of more than 335 staff with a vision of a just and safe community, free from violence and abuse, and a mission to lead in ending sexual assault and exploitation, child abuse and domestic violence through prevention, intervention, and advocacy for change.
* Our staff were named “Every Day Superheroes” by the Austin Chronicle; we’re a two-time Austin-American Statesman’s “Top Workplace” winner for years 2015 and 2016; and we were named a “Best Nonprofit” in 2017 by the Nonprofit Times.

**who YOU are**

* You’re a strong believer that all people should have lives that are free from violence and abuse.
* You’re someone who cares about positive client and customer relations. You build strong relationships, and you deliver effective client and customer-centric solutions.
* You’ve are impeccable decision maker. Your decisions are timely, and they’ll help the organization move forward.
* You value differences, recognizing that different perspectives and cultural diversity make the world a better place to be.
* Your interpersonal skills are on point. You easily relate openly and comfortably with very diverse groups of people.
* You’re resilient, rebounding from setbacks and adversity with both poise and ease.
* You’re resourceful. You know how to secure and deploy resources both effectively and efficiently.
* You’re trustworthy. You gain confidence and the trust of others through integrity and forthright honesty.

**what WE need YOU to do for us**

We need you to fill the role of SAFE CPS Family Legal Advocate. This is a FULL TIME, NON-EXEMPT position. You’ll wow us by masterfully performing the following key duties and responsibilities:

* Serves as an on-site resource providing support, information, resources and direct short term case management to survivors of domestic violence who have an open Child Protective Services case that is being heard in the Travis County District Family Court. Staff is *resourceful* in coordination of these services.
* Remains *client focused* when working within the Child Protective Services/Family Court Systems.
* Provides *quality decision making* with regard to the Family Court System when there is interaction with the survivor of domestic or sexual violence and their children.
* Provides consultation in family court cases involving domestic violence to: the Presiding and Associate Judges of the 126th District Court, attorneys, CASA staff, CPS staff and the client, upon request.
* Assists with other tasks in the family court related to domestic and sexual violence as requested by the Presiding and Associate Judges of the 126th District Court and approved by your supervisor.
* Review Child Protective Services affidavits, court dockets and regularly attend emergency CPS hearings in the Travis County Family Court System as needed.
* Employs *resourcefulness* when developing new training or modifying and improving existing trainings /presentations, and consistently aims these efforts toward improving collaborations, court and client engagement.
* Provides professional presentations/trainings to court staff and other collaborating agencies, involved in the family court system, concerning the dynamics of domestic and sexual violence, the co-occurrence of family violence and child maltreatment, trauma informed services and available community resources.
* Acts consistently above board, beyond reproach and *trustworthy* when handling confidential victim information.
* *Instills trust* within the family court system and with the survivors of family violence that they serve.
* *Communicates effectively* and displays a high level of *resilience* when coordinating with the Travis County Family Court Judges and staff, Child Protective Services, the Survivor of domestic and/or sexual violence and their children as well as other involved collaborating agencies.
* Maintains relationships with collaborating agencies to support the work of SAFE Alliance and the SAFE Futures Program. Utilizes appropriate *interpersonal skills* and ensures that services are cooperatively planned, implemented and evaluated.
* *Collaborates* as part of a team across the court system.
* Effectively works to cultivate relationships at all levels of the organization and *values differences* when working with various community partners.
* Represents SAFE Alliance with *courage* within the Family Court System related to issues surrounding: domestic violence, sexual violence, child abuse, trauma and Child Protective Services.
* *Ensures accountability* in maintaining documentation, program statistics and evaluations to meet requirements of both the SAFE Alliance and grant reporting requirements. Complies with monthly statistical reports for SAFE Alliance.
* Multi-tasks with strong *situational adaptability* and a keen eye for *optimizing work processes*.
* Participates on relevant task forces, as requested by supervisor.
* Are in support of positive systems change and to advocate for survivors of domestic and sexual violence and their children. *Instills trust* within and amongst those teams.
* Other duties as assigned.

**to be successful in this role, WE’LL need YOU to**

* Bachelor’s Degree in Social Work or other related field required. Master’s degree in Social Work preferred; four years of experience in social services can be substituted for education.
* Two years’ experience in the coordination of social service programs.
* Two years’ experience in legal services related to Family Court or Child Protective Services preferred.
* Knowledge of: domestic violence, the Child Protective Services system, legal system, victim advocacy, and counseling approaches which empower survivors of domestic violence.
* Experience providing one-on-one advocacy to domestic violence survivors
* Experience and/or education that pertains to working with children with an understanding of their developmental skills required.
* One year of training or community education experience required.
* Knowledge of community resources required.
* Ability to work: independently on and off site; cooperatively with the staff of the Travis County Family Court and collaborators to offer both support and constructive feedback in a diplomatic manner.
* Demonstrates conviction about the capacity of people to grow and change.
* Demonstrates appropriate skill level and capability in the operation of computers and general office software programs, including word-processing, spread-sheet, and database software, as required in your department.
* Pays careful attention to detail; works with accuracy and maintains neat, well-organized records.
* Maintains flexibility and shows demonstrated ability to take responsibility for a diverse number of projects and complete them in a timely manner.
* Maintains flexibility; working with frequent interruptions and multiple and changing priorities.
* Excellent communication and listening skills.
* Bilingual (English/Spanish) preferred.
* Adhere to our Guiding Principles, Mission, Core Competencies and Confidentiality Policy.
* Pass all required criminal history background checks (including an FBI fingerprint check), as well as submit to a pre-employment drug screen and TB test.
* Adhere to our Guiding Principles, Mission, Core Competencies and Confidentiality Policy.

**how WE’LL make it worth YOUR while**

* We will pay you an annual salary of $33,000 - $36,000.
* We’ll pay for your medical, life and short-term disability insurance.
* We will give you 15 accrued paid time off days in the first year, and 22 days in the second year, capping out at 30 days after year seven.
* We’ll pay you for our six agency holidays and four additional personal holidays to be used at your discretion.
* We’ll contribute 2% to your 403(b) retirement, and we’ll kick in an additional 1% if you agree to match it.
* We understand that you have commitments outside of the workplace, and we’ll do our very best to offer you some flexibility in your work schedule.
* We’ll offer you discounted day care for your kiddos at one of our two onsite day care centers, as enrollment allows.
* We’ll provide you with an amazing work environment where you’ll get to make a difference every day.

**to apply**

* You don’t need to call us, just follow the link below.
* We promise we’ll get in touch with you by phone or email.
* Here’s the link to apply: <http://jobs.safeaustin.org/apply/AC9pSwNKY8/SAFE-CPS-Family-Legal-Advocate?source=TNOYS>