



Morning Star Sanctuary, a biblically-based program that exists to provide refuge for victims of domestic violence and their children consistent with AGAPE's Mission and Statement of faith, is now hiring for the following position:

Position Title: Court Advocate

Reports to: Court Advocate Supervisor

Shift: PRN

Purpose: To provide advocacy to victims of domestic violence, including those who participate in AGAPE's domestic violence emergency shelter program and those who seek services through the Davidson County Night Court located in the Criminal Justice Center, downtown Nashville, TN.

Duties and Responsibilities:

Direct Services:

Assists victims of domestic violence with completing their petitions for an Order of Protection so that the written Order shall be acceptable, clear, concise, and include all required information. Explains to the victim the process and criterion for obtaining the ExParte or Fiat through Night Court and the process of obtaining the Order of Protection from General Sessions, Circuit, or Juvenile Court. Provides advocacy, safety planning, crisis intervention, and community resources to clients – such as shelters, support group, counseling, legal aid, victim rights, etc.). Provides information about the Criminal Justice System. Refers clients to the Jean Crowe Advocacy Center for court accompaniment and additional court advocacy. Attends all trainings and meetings as required by AGAPE and funding sources.

Administrative: Assists victims with Orders of Protection. Maintains, records, and files accurate records for each client. Provides information, linkage, and referrals for service providers.

Reporting: Provides Operations Manager with monthly program statistics and client surveys for grant reporting purposes.

Qualifications:

Must be a competent professional with excellent interpersonal and communication skills, maintain confidentiality, ability to take initiative, conflict management, culturally sensitive, team focused and collaborative, and ability to clearly/objectively document information.

Qualifications include:

- BA/BS in human service field or equivalent training and work experience

- Experience in crisis intervention and working with victims of domestic violence preferred
- Team player with strong decision-making skills
- Proficient in MS Office

AGAPE's Purpose:

In accordance with AGAPE's Mission and Purpose, all staff of AGAPE and any program of AGAPE will be an active member of a local church and serve in harmony with AGAPE's Statement of Faith signed annually by all those who provide services on behalf of AGAPE.

To apply, please send a cover letter and resume to opportunities@agapenashville.org.

No person on the grounds of race, color, national origin, disability, age, religion, or sex shall be excluded from participation in, or be denied benefits of, or otherwise be subject to discrimination of services, programs, or employment provided by AGAPE and its contracted agencies except as allowed by federal law.