

DOMESTIC ABUSE PROJECT OF DELAWARE COUNTY, INC.
14 West Second Street
Media, PA 19063



POSITION DESCRIPTION

Mission: The Domestic Abuse Project of Delaware County (DAP) works to prevent domestic violence and empower victims to move towards self-sufficiency.

Title: Civil Court Coordinator
Classification: Full-time / Non-Exempt
Location: Media Office
Supervisor: Associate Director of Advocacy Services

Purpose:

The Civil Court Coordinator supports the mission of the DAP by providing crisis and emotional support to clients in civil court proceedings.

Essential Duties:

- Provide Protection from Abuse (PFA) accompaniment to walk-ins
- Attend PFA court for final hearings with clients as scheduled
- Attend Indirect Criminal Contempt (ICC) hearings with clients as scheduled
- Attend custody and divorce hearings with DAP clients as scheduled
- Spread awareness of DAP services while in court
- Recruit, mentor, and supervise Civil Court Interns
- Deliver crisis intervention, safety planning, and counseling to individuals who have experienced domestic violence through the 24-hour hotline
- Provide on-call assistance after hours and over weekends to victims and law enforcement in person or via phone
- Identify opportunities to provide other services and make referrals
- Assist with administrative work (e.g., filing paperwork and organizing client files)
- Prepare and provide timely submission of monthly statistics and other reports as needed.
- Maintain knowledge of other service providers and provide appropriate information and referrals when needed
- Maintain a case load of clients and provide follow ups via phone
- Work cooperatively with other DAP staff to ensure holistic response and service delivery
- Participate in outreach events, as needed
- Understand and advocate for DAP clients in criminal court, as needed
- Accurately complete and submit timesheets in accordance with DAP procedures
- Fulfill training requirements on a timely basis and in accordance with DAP, PCADV & PCCD policies
- Additional duties as assigned

Qualifications and Competencies:

- Knowledge of the Criminal and Civil Justice System
- Bachelor’s degree in criminal justice, Criminology, or related field preferred
- Strong interpersonal and communication skills, including active listening
- Ability to support effective resolution of complex or sensitive disagreements or conflicts
- Ability to build constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect
- Ability to work well independently, setting high standards of performance for self and assuming responsibility and accountability for successful completion of assignments or tasks
- Ability to work well with others, promoting commitment within the team to achieve goals and objectives
- Interest in delivering trauma-informed human services in a complex environment, placing a high value on creating an environment that embraces and appreciates diversity
- Maintain confidentiality and earn through and respect through consistent honesty and professionalism in all interactions
- Willingness to learn the dynamics of domestic violence, understanding of the social service system, and crisis intervention skills
- Intermediate proficiency with Microsoft Office Suite (Excel, Word and Outlook).
- Physical ability to move or transport supplies or other equipment weighing up to 25 pounds, potentially while ascending or descending stairs.

Work Environment:

- Work is primarily performed in as office or courtroom setting

Other Requirements:

- Successful completion of required organizational training
- Satisfactory Criminal Background Check and other organizationally required clearances
- Valid license and reliable transport

Name (Print)

Date

Signature

This position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. The Domestic Abuse Project of Delaware County is an equal opportunity employer. All employment is at will and no employment contract shall be construed from any action, document, or statement of the employer.