

Job Title	Bilingual Court Advocate
Employer/ Agency	Houston Area Women's Center
Job Description	<ul style="list-style-type: none">• Provide information and support to families participating in the Criminal Justice System.• Provide crisis intervention to families, as needed.• Provide updates on criminal case status to parents/guardians.• Conduct home visits with children in preparation for court.• Provide age-appropriate court orientation/preparation to child witnesses who may testify in court.• Provide accompaniment to children and their families to the District Attorney's Office.• Provide court accompaniment for children and families.• Interpret for families throughout the legal process, as needed.• Refer families to appropriate health and social service agencies to obtain additional services as needed.• Assist with and process applications for Crime Victims' Compensation for families.• Liaison with other Criminal Justice professionals.• Develop and maintain professional working relationships within the Criminal Justice System, with referral sources and other significant professionals.• Keep current a comprehensive list of community resources available to clients.• Assist with field training of new staff and interns.• Assist with coordination of special projects that benefit clients.• Document services provided in agency database.• Advocate at HAWC and other agencies on behalf of children and women.• Evaluate services to clients and make recommendations to Manager.

Qualifications	<p>EDUCATIONAL REQUIREMENTS Bachelor's degree in Criminal Justice, Social Work, Psychology or Child & Family Development.</p> <p>EXPERIENCE/SKILL REQUIREMENTS</p> <ul style="list-style-type: none"> • 1-2 years of relevant experience working with abused/traumatized children. • Bilingual English/Spanish required (read, write, and speak). • Experience in Microsoft Office
Salary/Hours	Full Time, DOE
Employer/Agency	Houston Area Women's Center
City, State, Zip	Houston, TX
Application Method	Apply online at https://hawc.org/about-us/careers/job-openings/
Opening Date	Immediately

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