



Job Title: Court Advocate

Salary Scale: \$35,000 – \$41,000 (salary commensurate with experience)

Reports to: Director of Advocacy Services

Job Location: Spartanburg County Courthouse, 3rd floor

Employment Status: Full-Time

ORGANIZATION OVERVIEW

Project R.E.S.T. is a private, nonprofit organization providing comprehensive assistance programs to survivors of domestic violence in Spartanburg, Cherokee, and Union Counties, and survivors of sexual assault in Spartanburg and Cherokee Counties.

Our mission is to address the impact of domestic and sexual violence by providing high-quality services to those affected and promoting social change through education, training, and community engagement.

POSITION OVERVIEW

The Court Advocate provides comprehensive, survivor-centered support to individuals impacted by domestic violence and sexual assault. This role offers emotional, psychological, and practical assistance while helping survivors navigate medical, legal, and social service systems, with a primary focus on court-related advocacy.

The Court Advocate plays a critical role in helping survivors restore safety, stability, and autonomy through crisis intervention, safety planning, advocacy, and connection to community resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Direct Services

- Provide crisis intervention and individualized safety planning for survivors of domestic violence and sexual assault who contact the 24-hour crisis line or seek in-person emergency assistance.
- Work scheduled shifts on the 24-hour crisis line including after hours, on weekends, and holidays; may include filling vacant or backup shifts as needed.
- Conduct survivor interviews and assess immediate and long-term needs, including crisis intervention, emergency shelter placement, transportation, food assistance, and referrals.

- Provide case management services, including safety planning, service coordination, and ongoing survivor support.
- Connect survivors with local resources including civil legal aid, housing programs, medical providers, mental health professionals, and other supportive services.
- Accompany survivors to court proceedings, forensic medical examinations, and law enforcement interactions when requested or appropriate.
- Attend bond court proceedings for domestic violence arrests to provide support, advocacy, and safety planning for survivors when requested or appropriate.
- Assist survivors in navigating the criminal justice system, including referrals to the Solicitor's Office when applicable.
- Serve as a liaison with the Solicitor's Office to support communication, case coordination, and advocacy for survivors.
- Support Project R.E.S.T. Legal Advocacy Services staff and/or contract attorneys by assisting with scheduling and preparation for Orders of Protection and Stalking/Harassment Restraining Orders.
- Assist survivors with applications for the South Carolina Victims Compensation Fund.
- Provide emotional support, crisis stabilization, and grounding techniques; refer survivors to clinical services for individual or group therapy when appropriate.
- Conduct follow-up with survivors to ensure continuity of care and adjust services as needs evolve.

Grant Compliance & Documentation

- Maintain accurate, timely, and confidential client records in the agency's case management system in compliance with privacy laws, grant requirements, and agency documentation standards.
- Assist with the preparation of required monthly, quarterly, and annual reports for funding sources.

Collaboration & Professional Representation

- Collaborate with local service providers, law enforcement agencies, schools, healthcare providers, and community partners to coordinate services and advocate for survivor needs.
- Participate in community and statewide meetings as a representative of Project R.E.S.T. when requested.
- Develop and maintain positive community relationships through outreach activities, presentations, and workshops.

Program & Team Support

- Attend required staff meetings, supervision sessions, and mandatory training opportunities.
- Assist with training and supporting volunteers who contribute to the agency's mission and services.
- Lead or assist with support groups, workshops, or educational programming for survivors when assigned.
- Maintain strict client confidentiality in accordance with agency policies, ethical guidelines, and applicable laws.
- Perform additional duties as assigned by the Director of Advocacy Services or President/CEO.

Community Outreach & Education

- Participate in outreach initiatives to increase community awareness of Project R.E.S.T. services and survivor resources.
- Assist with community education presentations, outreach events, and informational tabling as staffing levels and workload permit.
- Support outreach and engagement efforts with underserved or high-risk populations when feasible.

REQUIRED SKILLS AND ABILITIES

- Friendly, professional, and approachable demeanor.
- Ability to interact with survivors and community partners using a trauma-informed, empathetic, and nonjudgmental approach.
- Strong emotional intelligence and self-awareness when responding to survivor and staff concerns.
- Ability to work both independently and collaboratively in a fast-paced, high-stress environment.
- Strong organizational skills with the ability to manage multiple priorities effectively.
- Excellent written and verbal communication skills.
- Strong attention to detail and problem-solving abilities.
- Proficiency in Microsoft Office or comparable software.
- Ability to develop and maintain relationships with community partners, businesses, and donors who provide in-kind support.
- Ability to maintain strict confidentiality of survivor, personnel, and financial information

PROFESSIONAL QUALIFICATIONS

- Bachelor's degree in a human service–related field or closely related discipline.
- Demonstrated commitment to Project R.E.S.T.'s core values of Excellence, Compassion, Integrity, Collaboration, and Equity.
- Valid South Carolina driver's license, reliable transportation, and current insurance coverage.
- Ability to work flexible hours, including evenings, weekends, and holidays as required.
- Completion and ongoing maintenance of Victim Service Provider credentials through the South Carolina Attorney General's Office of Crime Victims Services Training Program (must be completed within one year of hire and maintained annually).

TO APPLY: Please submit your resume to HR@projectrest.org.
