**Job Summary**

The Court Support Worker is responsible for the provision of system support, navigation and advocacy services to fem-identifying victims of intimate partner violence whose partners or ex-partners are participants in the Halifax Domestic Violence Court Program (DVCP). The Court Support Worker will work with clients to establish a meaningful Court Plan aimed to stop the violence and help repair the harms caused in a manner consistent with the mission, vision and values of Alice House. This role is responsible for coordination and implementation of special projects, as directed by the Court, including but not limited to facilitation of peer support groups, collateral development and/or public education.

The Court Support Worker may work from multiple locations in community and is required to have access to a reliable vehicle and valid driver’s licence. This position requires strong communication skills and professional judgement and ability to work both independently and in a team environment. The successful candidate will possess the ability to take initiative and apply problem-solving skills under low to moderate supervision.

**This is a full-time undefined term contract covering a leave of absence.**   
  
**Preferred start date is:** January 2025

**Job Accountabilities**

**Court Engagement**

* Leads implementation of various court-directed projects, as required.
* Meets weekly with the Domestic Violence Advisory team, working together to support families impacted by Domestic Violence.
* Builds strong relationships with referral partners to create opportunities for client engagement.
* Applies creative problem-solving skills to ensure victims/survivors have reduced barriers to accessing court support services.
* Participates in the evaluation and/or development of the policies and procedures of the Halifax Domestic Violence Court and helps to develop Alice House policies and procedures for Court engagement.
* Participates on various committees to support the development of the court and give feedback to stakeholders.
* Works to develop strong collaboration and relationships with DV Court Team members including HRP Victim Services, RCMP Victim Services and DOJ Victim Services.
* Supports client and public education on services and impact.

**Client Support Services**

* Develops and implements client support groups.
* Provides court accompaniment to clients attending various types of court (i.e. family, criminal).
* Supports individual clients with community resource navigation and referrals.
* Acts as a supportive peer counsellor to clients; refers clients to Alice House’s registered therapist where applicable.
* Provides non-emergencysupport and advocacy for victims/survivors navigating the court system.
* Works collaboratively with the client to develop Client Support Plans/Court Plans that meet their unique needs.
* Delivers public education and/or provides one-on-one information regarding the Domestic Violence Court, Intimate Partner Violence, and/other relevant topics.
* Works collaboratively with victims and other team members to establish meaningful engagement in the DVC process.
* Works with the client to establish safety in their lives and navigate the psychological and emotional impact of violence.
* Represents and conveys the client's needs and experiences in court decision-making, as needed.

**Alice House Services**

* Provides client-facing support services to other Alice House clients, as assigned.
* Provides drop-in centre support, as needed.
* Participates in team meetings.
* Leads, contributes to and/or supports various special projects related to court and system navigation, community education and client support, as assigned.
* Acts as the in-house subject matter expert for Domestic Violence Court Program and ensures colleagues are provided regular updates on court services and client impact.
* Tracks and records client interaction, feedback and outreach services in HIFIS and reports to team or Coordinator.
* Contributes to the Alice House team environment to accomplish service delivery goals.
* Other duties as assigned.

*This is a general overview of the position and duties are subject to change at the discretion of Alice House*

**Skills/Qualifications**

* A car, valid driver’s licence and access to a reliable vehicle, required.
* Post-secondary degree/diploma in social work, counselling skills, or related program.
* Registration with a governing body is considered an asset.
* Related experience or training on topics of intimate partner violence and/or the legal system, strongly preferred.
* Certification in Standard First Aid and CPR, Certification in Non-Violent Crisis Intervention, Suicide Intervention (ASIST), or a commitment to secure these requirements within 3 months of hire.
* 3+ years’ experience working in a case management and/or counselling capacity with adults; experience with female-identifying individuals is considered an asset.
* Must be comfortable working independently within a team context; must be comfortable working independently with minimal supervision for extended periods.
* Must be able to work flexible hours into the evening.
* Must demonstrate excellent professional communication skills.
* Must demonstrate excellent judgement and boundaries.
* Must be comfortable standing or sitting for long periods.
* Must be able to walk short distances and able to climb up to 3 flights of stairs at a time.
* Demonstrated capacity to engage and maintain positive partnerships with key stakeholders of outside agencies and government.
* Demonstrated experience working with clients experiencing trauma or crisis.
* Must have a developed understanding of Trauma Informed Practice and actively integrate this practice into interactions with clients and fellow staff members.
* Have extensive knowledge of community agencies and services available to women in Halifax Region.
* Must be cognizant of the issues, concerns, and struggles that are faced by women and their children experiencing family violence.
* Demonstrates flexibility, strong organizational skills and time management skills, and facilitation skills.
* Adhere to professional boundaries and possess a strong work ethic.
* Basic to Intermediate computer literacy and proficiency with computer programs like Windows, Google, MS Word, Internet and Email.

**Additional Position Details**

This contract full-time on-site position is in downtown Dartmouth, Nova Scotia. This position reports into the Women’s Counsellor/DV Court Team Lead. This position requires access to a reliable vehicle and valid driver’s license and ability to work flexible hours, on occasion. This contract position is not eligible for enrollment in the extended health care benefits offered through Alice House.

**Benefits and Perks of working at Alice House**

* Salary Range $50,000 - $60,000
* Cash stipend: Health and Dental Stipend in Lieu of Benefits
* Cash stipend: parking/commuting
* (3) weeks' vacation
* Bonus Christmas vacation days
* Half-days on the last Friday of every month (“Wellness Friday”)
* Paid professional development opportunities
* Employee Social Committee

**About Alice House**

To learn more about how Alice House provides safe second-stage housing and supportive counselling for women and children in Nova Scotia check out our website [Alice House](https://alicehouse.ca/).

**Application Process**

To ensure a match between the right candidate & Alice House our interviews process is or a combination of:

- Application review

- Pre-screening call

- Interview(s) and assessment

- References, background check, vulnerable sector check and other proof document collection.

All candidates are required to successfully complete a criminal reference check with vulnerable sector search and child abuse registry. Validate first aid certificate with CPR – level C, AED is required or obtained with 3 months of starting.

We are an equal opportunities employer who is committed to creating an environment of belonging for all. We welcome the unique contributions of all suitably qualified persons. Based on the clientele we serve we strong encourage female applicants.

Alice House is committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you are contacted by Alice House regarding a job opportunity, please advise if you have any restrictions that need to be accommodated. All information received in relation to accommodation will be kept confidential.

We thank all those who apply. Only those selected for further consideration will be contacted.

**\*\*\*Please send your resume and cover letter to the attention of Jill Trites, Executive Director at** [**employment@alicehouse.ca.\*\*\***](mailto:employment@alicehouse.ca)