



Beacon of Hope
Crisis Center

Court Accompaniment Assistants

A Court Accompaniment assistant serves under the Criminal Justice Program which aims to break the cycle of abuse, educate victims about resources, and support them to achieve a life free from the grip of domestic violence. Beacon of Hope has formulated partnerships with five police departments around Indianapolis. Victim Advocates respond to police reports to offer the victim services, safety planning and address other needs that they may have. The Court Accompaniment Assistant helps Victim Advocates to serve our clients.

Primary Responsibilities:

- Updating the victims on criminal cases within the criminal justice process
- Assisting the victims in connecting with their assigned advocate within the prosecutor's office on detailed information regarding their case
- Helping the victims with preparation of a Victim Impact Statement
- Accompanying the victims to court for criminal cases, protective orders or child in need of services (CHINS) cases
- Providing the victims with empathy and support during court accompaniment
- Answering victims' questions during court accompaniment (training will be provided)
- Assisting the victims with filing for protective orders
- Taking detailed notes during court accompaniments upon request
- Relay messages from advocates to attorneys and Department of Children Services case managers upon request
- Helping the victims with Crime Victims Compensation Applications
- Providing the victims with resources and referrals for medical, legal, shelter/housing, employment, clinics, counseling/support groups assistance
- Providing follow-ups
- Researching laws related to domestic violence and sexual assaults
- **DOES NOT** give legal advice, always refers the victims to their attorneys
- **DOES NOT** talk in court, even when judge asks the questions – The assistant must be subpoenaed in order to talk without breaking confidentiality
- Maintaining building security by insuring that all doors stay locked at all times. Volunteers will never be alone in the building.
- Supporting other staff and volunteers as needed
- Maintaining cleanliness and care of the Center's offices
- Supporting other areas whenever possible.

SERVING DOMESTIC VIOLENCE VICTIMS SINCE 2009

317.731.6131 *office* | 317.731.6140 *crisis line* | 317.731.6132 *fax* | P.O. Box 34318 Indianapolis, IN 46234

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Skills:

- Ability to stay calm and use appropriate judgment under stressful situations
- Critical thinking and evaluation skills
- Attention to details in record keeping, coordination and documentation
- Ability to handle multiple tasks
- Excellent organizational skills
- Ability to problem solve and make appropriate decisions in urgent situations
- Ability to demonstrate professionalism
- Ability to follow instructions
- Positive attitude with callers, clients, staff and volunteers
- Ability to work both independently and as a team
- Excellent communication skills (verbal and written)
- Awareness and adherence to confidentiality and boundaries
- Punctuality and dependability
- Proactivity

Required Qualifications:

- Bachelor's degree in criminology, criminal justice, law or related field [at least in process]
OR previous experience in working with traumatized persons
- Working knowledge of Microsoft suite including Word, Power Point and Excel
- Excellent typing skills
- Commitment to non-violent and cooperative work environment
- Commitment to providing quality and equitable services to all clients regardless of race, ethnicity, sex, gender identity, religion, age or sexual orientation
- Ability to pass a criminal background check
- Ability to do online research

Preferred Qualifications (not required)

- Fluency in Spanish

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