

# Help Wanted: City of New Bedford hiring a Civilian Advocate

**CITY OF NEW BEDFORD**

**CIVILIAN ADVOCATE \$41,899 – \$51,107**

**NEW BEDFORD POLICE DEPARTMENT**

Acts as a liaison between police officers and the victims of domestic abuse. Provides support to the victims by assisting them with legal processes such as restraining orders and/or harassment orders. Assists in taking photographs of injuries of victims for legal proceedings. Discusses dynamics of abuse with victims.

Knowledge of applicable Mass General Laws for Domestic Violence and Sexual Assault. Assists victims in identifying sources of support. Provides a safety plan for victims and accompanies victims to courtrooms, shelters and hospitals. Informs of other social services. Collaborates and coordinates cases with the District Attorneys Office. Assists the NBPD in updating the High Risk Team clients and offenders. Provides up-to- date information about any additional incidents or pending charges against the batterer to prosecutors and/or judges. Assists victims through the restraining order process including the court proceedings.

Associate's or Bachelor's degree within the Criminal Justice Field or studies in Humanities. Excellent communication and interpersonal skills, reliable attendance, dependable/punctual. Must have strong writing skills and prior work experience in the Human Service field. Experience with court process, affidavits and knowledge of 209a and 258E laws and practices. Familiar with services in local community to assist victims of domestic violence. Must have a Criminal

Offender Record Information (CORI) check.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979- 1444. Applications will be accepted until a suitable candidate is found. **New Bedford has a residency requirement.** EE0