

**eliminating racism  
empowering women**  
**ywca**

**Central Massachusetts**

Position:	Court Advocate, BWR Program
Accountability:	Program Director
Hours of Work:	35 hours per week
Availability:	8:30am – 4:30 pm
Location:	Fitchburg
Exempt Status:	Non-exempt
CORI Required:	Yes

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**About the YWCA Central Massachusetts**

For more than 125 years, the YWCA Central Massachusetts has served as a life-long positive force for women and girls, their families and communities. By leveraging the reach, power and passion of our members and supporters, we have created lasting change.

The YWCA Central Massachusetts offers a wide range of programs, including early education & care; domestic violence services; career assistance; healthy lifestyle promotion. Our services strengthen women and girls in the community, helping them to realize their full potential.

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**General Function:**

Provides court advocacy, support services, and referrals for additional services throughout the restraining order process.

**Responsibilities:**

1. Conducts risk and needs assessments with victims
2. Informs victims so that they may explore their legal rights and options in civil and criminal court proceedings
3. Assists victims with restraining order paperwork
4. Answers questions about the restraining order
5. Develops a safety plan with victims
6. Explains the court process and the restraining order law
7. Offers victims information and education about domestic violence
8. Gives victims resource referrals
9. Provides in-court advocacy

10. Responsible for the collection and reporting of all relevant monthly statistics

11. Completes other related duties as requested or needed

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**Qualifications:**

- B.A. preferred, experience with residential/domestic violence could be substituted.
  - Experience in crisis intervention with domestic violence/family violence, or other related crisis issues such as: mental health or alcohol & drugs.
  - Ability to relate to diverse populations under stress, maintain calm atmosphere in busy environment.
  - Experience with helping individuals set and achieve goals.
  - Familiarity with community resources and advocating with service systems.
  - Valid Massachusetts driver's license.
  - Bi-lingual English/Spanish required.
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**How to apply:**

If you are interested in applying for any of the above positions please send resume to:

Email: [HR@ywcaworcester.org](mailto:HR@ywcaworcester.org)

Fax: Human Resources at 508-754-0496

Mail: YWCA Central Massachusetts  
Attn: Director of Human Resources  
1 Salem Square  
Worcester, MA 01608-2090

The YWCA Central Massachusetts is an Affirmative Action/Equal Opportunity Employer.