

**Central West End Neighborhood Security Initiative
Job Description**

Job Title:	FPSE/CWE Neighborhood Advocate
Reports to:	NSI Executive Director
Classification:	Salaried, Exempt (Administrative Classification) 40 hours per week
Date Issued/Revised:	March 23, 2018

Purpose:

The role of the FPSE/CWE Neighborhood Court Advocate is to advocate on behalf of victims of crime and the affected neighborhoods in court proceedings. The advocate will identify criminal incidents that occur in the listed neighborhoods and track those cases in court once an arrest has been made and criminal charges have been issued. This monitoring and tracking of criminal cases will require the advocate to work closely with and interact with the various neighborhood groups, members of the St. Louis Metropolitan Police Department, attorneys and staff of the Circuit Attorney's Office and court personnel.

Essential Functions:

	Advocate on behalf of the FPSE/CWE neighborhoods in the local courts of the City of St. Louis.
	Track criminal cases as they work through the courts to include identifying 1) the offender and previous arrest history, 2) the ACA assigned to the case, 3) police officers involved, 4) victims and 5) upcoming court hearings.
	Act as a liaison between the Circuit Attorney's Office and the FPSE/CWE Neighborhoods.
	Provide timely case updates to the Board and interested neighborhood groups.
	Attend important hearings and, solicit/coordinate attendance by members of the community as appropriate.
	Identify and support victims who need the reassurance of the community that they are not alone during the prosecution of the offender. Act as the liaison between the Victim Services Unit of the City of St. Louis and the victims of crime in our communities.
	Track the outcomes of criminal cases and other measurables to assist in promoting the position and that data which helps identify trends, issues with the judiciary and outcomes.

Job Specifications:

Education and Experience:

College degree preferred but willing to consider applicants with equivalent work related experience. Experience and understanding of criminal law, elements of criminal cases, how the courts work and working knowledge of basic criminal investigations and prosecutions. Demonstrated experience in community organizing or advocacy work (paid or voluntary).

Knowledge, Skills, and Abilities:

The advocate must possess excellent written and oral communication skills as well as have the ability to be objective and maintain confidentiality.

The advocate must possess professional attributes of diplomacy, objectivity, appearance, demeanor, and ability to function in the fast paced and ever changing criminal court environment.

Preparation of reports, letters, memos, rosters, e-mails, presentations as they relate to Neighborhood Advocacy.

Must attend Court hearings on assigned cases.

Maintain an up-to-date and complete file on each case and current data base of cases that are closed as well as open and ongoing.

Must adhere to deadlines and timetables involving cases.

Must be 21 or older with valid Driver's license.

Must submit to background check and other required employment necessities.

Physical Requirements:

Must be independently mobile throughout all work environments

Must be able to travel independently throughout the community

Must be able to physically work at a computer.

Working Conditions:

Work is conducted in an office environment and courtroom without undue exposure to temperatures, noise or hazardous chemicals.