



### **Harlem Court Advocate**

Avenues for Justice (AFJ) is a community-based, non-profit organization which provides alternatives to incarceration and crime prevention programs to youthful offenders and at-risk youths in Manhattan. Each year we serve over 600 youthful offenders and at-risk youths with a 96% success rate, through our unique blend of individual advocacy services, site-based activities at our two community centers in the Lower East Side and Harlem, and referrals to partner organizations.

#### **JOB DESCRIPTION:**

##### **General Responsibilities**

1. Understand, practice and promote the vision, mission, and values of the organization.
2. Provide direct services to at-risk youth in the Harlem area in order to divert them from the wrong path and incarceration.
3. Help youth gain a sense of their ability to control and direct their lives in a law-abiding direction by instilling in them an understanding and acceptance of their moral responsibility for the consequences of their actions.
4. Maintain a caseload of 20 clients, monitor cases and serve as an advocate for clients during court proceedings.

##### **Specific Duties and Responsibilities**

1. Interview clients referred for assistance.
2. Develop an individualized plan for each client to provide counseling, referrals, crisis intervention, street supervision and court advocacy as needed.
3. Establish and maintain trust and rapport with each assigned client.
4. Develop cordial working relations with all segments of the criminal justice system and represent the agency at events and outreach forums.
5. Develop and maintain rapport with community organizations and leaders.
6. Maintain current files on all clients and submit summary statistical/data reports on a regular basis.
7. Perform all other duties as assigned by the Executive Director and Manager of Court Advocacy and Outreach.

##### **Additional Qualifications**

- A bachelor's degree is required, but candidates with demonstrated experience with youth and/or the juvenile justice field may be considered.
  - Must be familiar with the Harlem area.
  - The position also requires the ability to communicate effectively with youth, parents, teachers and court personnel. Creativity and strong writing skills are required.
  - Bilingual - Spanish/English preferred.
- Competitive salary and excellent benefits.

##### **How to Apply:**

Please email cover letter, resume and writing sample to [gwillis@avenuesforjustice.org](mailto:gwillis@avenuesforjustice.org)