



Position Title: Court Support Advocate

Assignment: Victim Support Team

Term of Appointment: This role is based on the needs of the courts; the scheduling varies and does require a minimum of a one-year commitment. Court support advocates must be available during daytime business hours and be flexible in their time commitment.

Volunteer Profile:

The Court Support Advocate under the leadership of the Victim Court Support Team will follow the mandate of the Luna Centre and support cases where sexual abuse or serious physical harm of a child has occurred. A Court Support Advocate is a person who provides assistance to individuals navigating the legal system. They offer emotional support, information, assist in court preparation and may attend court hearings with the individual. Upon completion of advanced training the Victim Support Advocates role ensures that every family who connects with the Luna Centre receives support in a timely manner, for as long and to the extent they determine is needed.

Victim Support does not provide counselling, specific legal advice, investigation, or medical intervention.

Duties and Responsibilities:

A comprehensive understanding of Luna's mission, values and principles that guide the organization and the strategies it employs to achieve its objectives.

- Support families through the court process.
- Explain the court system to caregivers and help support families throughout the process.
- Support victim and caregivers at Crown meetings
- Provide court preparation when applicable.
- Attend court when requested.
- Provide court updates for families.
- Explain and provide Victim Impact Statement
- Liaise with multidisciplinary partners; Crown, CCPS, RCMP, on the day of court.
- Collaborate with external members and other Victim Services involved.
- Administrative tasks which include email, data entry and file review.
- Document all interactions and conversations.
- Knowledge of being trauma aware and informed.

Skills and Qualifications:

- Understanding of criminal justice system and its processes.
- Knowledge of the Victims Bill of Rights.
- Previous experience with and a deep understanding of the roles the multidisciplinary partners (Crown, CCPS, RCMP) have while at court.
- Demonstrate excellent verbal and non-verbal communication skills.
- Demonstrate maturity, reliability, and punctuality.
- Strong work ethic.
- Must possess sensitivity towards family histories and cultural differences.
- Be able to maintain confidentiality.

About Luna Child and Youth Advocacy Centre:

Luna Child and Youth Advocacy Centre (formerly Calgary & Area Child Advocacy Centre) is recognized as a centre of excellence in child abuse intervention and prevention. Luna's multi-disciplinary team of experts from health, children's services, law enforcement, justice and victim services work together from one location to help young people and their families throughout the disclosure, investigation, and judicial process, and along all phases of their healing journey. This collaborative model surrounds young people and their families with the specialized supports they need and leverages shared expertise to build engaged communities where everyone plays a role in keeping children and youth safe.

www.lunacentre.ca

*At Luna, our **commitment to diversity** is our promise to each other and the individuals and communities we serve. We believe in the inherent benefits of an inclusive and diverse organization that recognizes, embraces, and values all forms of diversity. We strive to remove barriers to inclusion in all aspects of our organization and service delivery, so that we may support, strengthen, benefit from, and contribute to the richness and complexity that is our community.*