



someplace safe

SAFETY. OPTIONS. HOPE.

Crime Victim Advocacy, Parenting Time Centers, and Community Thrift Stores

POSITION DESCRIPTION

POSITION TITLE: Crime Victim Advocate

ACCOUNTABLE TO: Director Crime Victim of Advocacy

LOCATION: Ortonville & Wheaton Offices

(serving Big Stone, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse, Wadena and Wilkin Counties)

Status: Hourly, Full-time 40 hours per week

Wage: \$16.00-\$24.00 hourly rate. Wage based on experience. Full time 40 hours per week.

BENEFITS INCLUDED: Employer-paid Health insurance, life insurance, Paid Time Off, Employee Assistance Program and Paid Holidays, Holiday Differential. Optional benefits include: dental insurance, Colonial Life supplemental insurance, and retirement plan.

Please email Cover Letter & Resume to: kristy.b@someplacesafe.info

PRIMARY OBJECTIVES OF POSITION:

- Provide advocacy, support, resources, options and referral services to victims and survivors of crime, including 24-hour crisis response.
- Maintain collaborative relationships with community partners to encourage victim centered service delivery.
- Facilitate meetings, trainings, education and events within communities.

SUPERVISION EXERCISED: May supervise temporary workers, interns, volunteers, or other employees as directed or assigned by supervisor.

JOB SUMMARY:

- Provides advocacy services in-person and on crisis line for survivors of crime from diverse backgrounds and life experiences.
 - Provide information on rights, resources, and services available.
 - Assists with obtaining protective and related civil orders.
 - Explains the criminal justice process and prosecution procedures.
 - Assists clients in finding financial assistance.
 - Accompanies clients to appointments and/or hearings.
 - Facilitates empowerment groups.
- Serves as a key liaison between clients and professional systems.
- Facilitates coordinated community response multidisciplinary team meetings in assigned service area.
- Educates and informs the community through media, presentations, and professional trainings.
- Serves on committees, boards, etc. as assigned by supervisor.
- Attends interagency meetings, trainings and workshops pertinent to advocacy services as directed by supervisor.
- Keeps accurate records of services provided and work performed; submits quarterly and annual reports as required.
- Is available up to 6 weeks per year for mandated crisis line on-call.
- Plans and hosts local fundraising and awareness events. Participates in agency fundraising events as directed by supervisor.

OTHER RESPONSIBILITIES:

- Performs other duties and assumes additional responsibilities as directed by direct supervisor/Leadership Team.

DESIRED MINIMUM QUALIFICATIONS: Individuals with diverse backgrounds, varied life experiences, who are bilingual, and/or survivors of crime encouraged to apply.

Education and Experience

- High School diploma or equivalent, (G.E.D.)
- Background in trauma related work, advocacy, or related work experience preferred.

SPECIAL REQUIREMENTS

- Must possess and maintain a valid state driver's license and insured reliable vehicle.

TOOLS AND EQUIPMENT USED

- Requires use of personal computer (MS Office Suite) and other office and communication equipment.

PHYSICAL DEMAND AND WORK ENVIRONMENT:

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms. Employee is required to walk, climb stairs and lift at least 25 pounds and be able to move about freely.
- Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the environment is usually quiet.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

It is the policy of this agency to provide equality of opportunity in employment to all persons, to prohibit discrimination because of race, color, religion, national origin, place of residence, political affiliation, disability, marital status, status with regard to public assistance, gender, sexual orientation, or age in all aspects of its personnel policies, programs, practices, or operations.

Mission statement: **Someplace Safe works to create safer communities in West Central Minnesota by providing high quality crime victim services.**

Vision Statement: **Safer Families, Safer Communities**

Core Values: **Respect, Collaboration, Integrity, Dedication, Strategic Innovation**

