



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: Wadena - Wadena County

STATUS: Hourly, Full-time 40 hours per week

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

BENEFITS: Employer-paid Health insurance, life insurance, Paid Time Off, Paid Holiday, Employee Assistance Program, and Holiday Differential. Optional employee paid medical insurance buy up, optional employee paid 401K and optional employee paid dental insurance.

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.

Communicate effectively with community partners to encourage victim centered service delivery, and systematic accountability for perpetrators.

Facilitate education and awareness within communities, while building and fostering support for the agency.

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

JOB SUMMARY:

- Provides crisis intervention, follow up, support, advocacy, information and referral to victims and survivors in person or on crisis line; assesses for safety; arranges for hotel/motel and transportation; safety planning; accompanies clients to appointments; provides follow-up and/or support at the time of evidentiary exams.
- Facilitates empowerment groups for Domestic Violence and Sexual Assault survivors.
- Contacts victims and survivors of crime to provide information on rights, resources, and services available; provides advocacy, ongoing support; follow up, and other options.
- Explains the criminal justice process and prosecution procedures.
- Serves as a key liaison between clients and the court system. Attends court proceedings; arranges transportation for victims if needed; provides victims with case updates.
- Assists and provides advocacy within the processes of obtaining protective and related civil orders.

- Assists clients in filing for restitution and Reparations.
- Accompanies clients to appointments and/or hearings to secure legal, financial assistance; facilitates follow-up contact with clients.
- Maintains working relationships with Criminal Justice agencies; sets practices for receiving police reports and calls for service.
- Facilitates coordinated community response task force meetings in assigned County or region. Reviews policies and procedures, updates/secures law enforcement and/or prosecution working agreements annually. Shares and offers opportunities for continuing education. Shares legislative updates.
- Updates and reviews hotel/motel working agreements annually. Provides training to hotel staff annually on procedures and client safety.
- Provides education and communication to legislators, criminal justice, medical, human services agencies and other systems to improve their response to victims.
- Educates and informs the community through media, presentations, and area events.
- 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.
- Provides opportunities for volunteers, which includes recruiting and interviewing of unpaid staff
- 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, grant writing, events as directed by supervisor.

OTHER RESPONSIBILITIES:

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

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience

- High School diploma or equivalent, (G.E.D.)
- Bachelors degree in criminal justice, paralegal, human services, social work or related field desirable but not required.

Minimum of one-year experience working with victims or related work experience and/or prior crime victims training preferred.

Necessary Knowledge, Skills and Abilities

- Knowledge of and sensitivity to battered women, sexual violence victims, general crimes victims as well as victim issues; working knowledge of the legal and social service systems, referral sources/options.
- Skill in managing crisis situations; skill in multi-tasking and operating the listed tools and equipment;
- Ability to establish and maintain effective working relationships with co-workers, supervisors, clients and the general public; ability to communicate effectively orally and in writing.

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**