



www.parentvillages.org

Position Description for Victim Advocate

Our organization is seeking Victim Advocates to support individuals and families who are victims of (recent or past) crime or violence. You will meet these individuals and families in the office, community or virtually to provide a variety of services including: emotional support, crisis intervention, providing and resources and referrals. You will also guide victims or families of victims through the criminal justice system process; including in-court support and communication, consulting with law enforcement officials for updates on cases, assisting with applying for benefits, compensations and reimbursements, as well as other needs they may require support in throughout their process and proceedings. In addition to victim support, there will be some administrative responsibilities in keeping client data and files.

Reports to President & CEO

Responsibilities:

- Emotional support
- Advocacy and Intervention
- Crisis Intervention and assistance with safety planning
- Assistance with client resources and referrals.
- Assistance with Crime Victims Compensation application
- Information on victimization and crime prevention
- Information on legal rights and protections
- Information on criminal justice process
- Assistance with navigating the medical system
- Assist victims and their family members submit statements to the court
- Assistance with funeral/memorial arrangements
- Assistance with Crime Victims Compensation application
- Organizing and keeping client data and files updated
- Providing any client data that may be required for funder/sponsor reports
- Perform other related duties as needed.

Expectations:

- Maintain professional behavior and confidentiality
- Represent Parent Villages in a professional manner to participants, other stakeholders and community partners.
- Demonstrate commitment to Parent Villages' mission of building a bridge to close the opportunity gap and improve the lives of those in our community.
- Operate in a professional manner and in alignment with Parent Villages' anti-discriminatory practices

Qualifications:

The Victim Advocate must have a demonstrated knowledge of the following:

- Criminal and juvenile justice systems.
- Victims' rights within the criminal justice system.
- Medical and mental health systems.
- Needs and challenges experienced by people from diverse socio-economic and cultural backgrounds.
- Community resources and community organizations.
- Various benefits available to victims of crime.
- Crisis intervention methods and techniques.
- Interviewing techniques.
- Restraining order process and procedures.
- Safety planning for victims of crime.
- English usage, grammar, spelling, and punctuation.
- Modern office procedures, methods, and computer equipment.
- Principles and procedures of business letter writing and basic report preparation.
- Pertinent federal, state, and local laws.

Demonstrated ability to:

- Communicate effectively, both orally and in writing.
- Interpret and explain policies, procedures, and relevant laws.
- Conduct needs assessments and provide appropriate community referrals.
- Communicate effectively with people from diverse cultures and backgrounds.
- Maintain a high degree of sensitivity, tact, and diplomacy during stressful situations.
- Prepare accurate reports and case summaries.
- Maintain records and documents.
- Maintain confidentiality with sensitive information.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education:

- Individual must have a minimum of a bachelor's degree or equivalent in work experience with the targeted population or in a related field of human services

Benefits:

- This is a part-time position with an average work-time of 29 hours per week. There are no benefits being offered with this position.
- This is a grant-contracted position.

Salary:

- The starting salary for this position is \$25/hour.

Schedule:

- Tuesday through Friday
- 9:30am-3pm

Applications Due:

Please send a letter of interest and resume to info@parentvillages.org immediately.

Serious inquiries only, please submit your letter of interest and resume to info@parentvillages.org.

Schedule: