

## Emergency Fund Victim Advocate – Position Summary

COVA's Statewide Emergency Fund provides financial assistance for victims of crime across Colorado. The Emergency Fund Victim Advocate is an exempt, full-time position. Duties include, but are not limited to: Reviewing and processing emergency fund applications for payment; ensuring that all applications are in compliance with the rules of the Emergency Fund; maintaining all required backup for processed applications; and creating reports on usage of the Statewide Emergency Fund. The Emergency Fund Victim Advocate reports to the Emergency Fund Manager.

The hours for this position are 8AM-5PM, which includes an hour for lunch. The position is based out of COVA's main office at 1325 S Colorado Blvd, Ste. 508-B, Denver CO, 80222. ***The Emergency Fund Victim Advocate must live in the Denver Metro Area and be physically present in the office four days per week.*** COVA staff are allowed to work one day remotely after a one-month training period.

## Required Skills & Knowledge

- The ability to remain calm when communicating with people in crisis is of utmost importance, as is the ability to prioritize Emergency Fund applications by the level of urgency
- The ability to work well with others and to maintain positive relationships is crucial to the success of the Statewide Emergency Fund and a core value of working at COVA.
- The ability to communicate promptly, effectively, and professionally by phone and email is required.
- Proficiency with Excel is required, as this position is responsible for creating reports and graphs on the usage of the Statewide Emergency Fund.
- When needed, the Emergency Fund Victim Advocate provides coverage for the 24/7 after-hours line for the Statewide Emergency Fund. This requires the ability to answer calls and process applications outside of normal business hours.
- The Emergency Fund Victim Advocate must have excellent boundaries and commitment to COVA's Code of Ethics for Victim Assistance Providers  
([http://www.coloradocrimevictims.org/uploads/1/2/8/7/12873812/code\\_of\\_ethics\\_for\\_victim\\_advocates.pdf](http://www.coloradocrimevictims.org/uploads/1/2/8/7/12873812/code_of_ethics_for_victim_advocates.pdf)).
- **Former COVA interns who successfully completed their internship are strongly encouraged to apply.**
- **Preference will be given to candidates who:**
  - **Have a minimum of one year victim advocacy experience**
  - **Are bilingual in English and Spanish**
- **Please note that COVA requires background checks prior to hire.**

## Summary of Responsibilities

- Reviews and processes Emergency Fund applications for payment
- Ensures that all applications are in compliance with the rules of the Emergency Fund
- Maintains all required backup for processed applications
- Creates reports on usage of the Statewide Emergency Fund
- Answers the phone and responds to COVA's general emails
- Assists victims with resources and referrals
- Other duties as assigned
- Participate in overall COVA activities
  - Crime Victim Assistance Academy
  - Annual COVA Conference
  - Victims Right's Week Activities
  - National Day of Remembrance

## Salary & Benefits

The Emergency Fund Victim Advocate is eligible for a salary range of \$40,000 - \$48,000 per year based on qualifications. COVA employees are eligible for up to 12.5% of their total salary to be used for health insurance coverage OR for deposit into a retirement account - employees must choose only one of these options. Other benefits include annual leave hours, which increases after an employment period of three years, and sick leave hours. COVA staff receive 12 paid holidays per year, which includes most federally recognized holidays. COVA staff are eligible to work remotely one day per week after completing a one-month training period and provided that they are able to meet the COVA's requirements for working remotely.

## To Apply

You can apply for this position by submitting a resume, cover letter, and two references who are prior supervisors as ONE DOCUMENT. Please note that our ability to speak with two prior supervisors is a requirement. *Resumes, cover letters, and references submitted by email are preferred* and should be in Microsoft Word or PDF format with the file titled "EFVA\_First Name\_Last Name" (ex. EFVA\_Jane\_Doe). Please send resumes and cover letters to Chief Deputy Director Sterling Harris at [hireing@coloradocrimevictims.org](mailto:hireing@coloradocrimevictims.org) or 1325 S Colorado Blvd, Suite 508 B, Denver CO, 80222. **The position is open until filled.** COVA will only contact applicants who will be invited to interview.