



VICTIM ADVOCATE *Job Description*

- TITLE:** Victim Advocate
- DETAILS:** 40 hours per week (requires some work out of normal business hours)
\$42,000 per year (exempt/salaried) with benefits
- SUMMARY:** Under the general supervision of the Executive Director, this position provides case management, crisis intervention, supportive counseling, and advocacy to outreach clients and/or residents. This position requires daily contact with clients to assist in safety planning, goal-setting, coping skills, legal advocacy, housing advocacy, crisis intervention, and maintain client files.
- SKILLS:** Background or education in the field of domestic violence or sexual violence is strongly preferred. Person hired will be required to complete 30 hours of domestic and sexual violence specific training before meeting with clients. Applicant must have a passion for working with victims and the fight to stop violence. It is paramount that the applicant is a team player, but also can work effectively on their own. Office is high energy and fun-spirited. We highly encourage those that speak other languages and/or bring new and diverse perspectives to apply.

DUTIES & RESPONSIBILITIES:

Advocacy for Clients

- Complete client intakes, assessments, and other necessary paperwork
- Provide crisis intervention and safety planning
- Assist clients with goal planning and coping skills
- Provide appropriate information and referrals
- On-going counseling (providing support and information)
- Housing Advocacy (help clients find access to immediate safe shelter and/or a long-term housing plan)
- Legal Advocacy (assist with protection orders, navigating criminal justice system, court accompaniment, etc.)
- Personal advocacy (help shelter clients with other hurdles such as obtaining an ID, employment assistance, locating mental health services, etc.)
- Respond to on-scene crisis intervention (include medical or SANE accompaniment, as needed)
- Help run support groups for victims
- Provide scheduled back-up for 24/7 Safeline



Other

- Maintain online and paper files for shelter clients
- Assist in compiling client data for grant reports
- Assist in applying for small grants for specific client needs
- Assist with volunteer training, as needed
- Develop and maintain working relationships with key community partners such as law enforcement, Department of Human Services, District Attorney's Office, forensic nurses, mental health specialists, and other community resources
- Continue to research best practices for assessments, services, support, and programming
- Provide consistent evaluation of all services and programming provided
- Help with community outreach presentations, as needed
- Help host booths at different community events for outreach, as needed
- Assist with agency events and fundraisers, as needed and available
- Other tasks as assigned by the Executive Director

TO APPLY: Please send a resume AND cover letter to office@advocatesrc.org. Resumes sent without a cover letter will not be considered for the job. Cover letter must include why you want to work with victims and why you want to work in Routt County (if you don't currently live here). Please put in the subject line to your email which job you are applying for.