

THE VICTIM CENTER
Job Description
Victim Advocate, After-Hours Response

Job Description: The after-hours Victim Advocate is a non-exempt, salaried, full-time position dedicated 100% of time toward crisis intervention, crisis response, and personal advocacy to adult or child victims of violent and/or sexual crimes. Typical working hours will be 40 hours per week at some point between 6pm-8 am during the week.

Job Duties:

- Provide crisis intervention via phone or in-person. Respond to local hospitals, law enforcement agencies, or secured crime scenes as requested.
- Assist with safety planning & Lethality Risk assessments
- Provide personal advocacy, to also include crime victim's rights information and assistance with MOVANS
- Discuss effects of victimization with clients, as appropriate
- Assist with Crime Victim Compensation Forms and Safe at Home applications
- Communicate and collaborate as-needed with law enforcement, prosecuting attorney, hospital personnel, etc., while maintaining client confidentiality standards
- Make necessary reports of child/elderly/disabled abuse to appropriate agencies as required by law
- Assist with applications and appeal letters for Legal Services of Southern Missouri
- Refer for individual and group counseling at The Victim Center
- Provide victims with information and referrals to ancillary community resources

Other Responsibilities:

- To maintain appropriate documentation of all service information, in accordance with funding source requirements and agency policies
- To maintain appropriate timesheets as required
- To maintain a close working relationship with community agencies and individuals who provide ancillary services to victims of violent crimes.
- To maintain and improve professional expertise through continuing education
- To protect client confidentiality at all times, as dictated by agency policies and protocol
- To follow all safety and security policies, as outlined by agency policies and protocol
- To follow all other agency policies and protocols and to perform any and all duties assigned, as they relate to the agency's mission.
- Follow required Mandated Reporter guidelines
- Report directly to the Program Director
- Serve as a staff support to Volunteer Victim Advocates who are also working to assist with after-hour hotline calls.

Qualifications:

- Bachelor's degree in social/human services
- Thorough understanding of victim issues, including training in the area of victimology, crisis intervention, advocacy, trauma, and dynamics of victimization.
- General knowledge of community resources, legal system, and law enforcement
- Previous experience in providing advocacy, social work, or criminal justice services preferred

- Ability to stand and walk for extended periods of time
- Ability to sit for extended periods of time
- Ability to lift up to 10 pounds
- Must possess excellent computer skills
- Must have valid driver's license, maintain the state minimum liability auto insurance as required by law, and access to personal transportation at all times