

Victim Advocate for Marion and Washington County

Job Title: Victim Advocate for Marion and Washington County

Supervised by: Executive Director

Qualifications: BA/BS in Human Services

Requirements:

- Ability to communicate with a wide variety of people and maintain confidentiality.
- Must have experience and knowledge of domestic violence and how to work with victims and survivors.
- Ability to communicate in a clear and understandable manner and to maintain an objective and supportive attitude toward clients.
- Knowledge of dynamics of domestic violence, safety planning, and justice system.
- Valid driver's license and own transportation.
- This is a Federal Funded Grant through the Victims of Crimes Act. You must be able to pass the appropriate background checks before starting the position.

Responsibilities:

- Accompany victims to court hearings and provide assistant with filing EPO paperwork.
- Keep current on legal issues affecting victims of domestic violence.
- Provide crisis intervention counseling by telephone or in-person.
- Facilitate support groups and all domestic violence assessments for Judicial System and Community Partners and County Jails.
- Provide information and referrals and maintain area resource directories.
- Be trained in Domestic Violence assessments and counseling for the courts and also DCBS Social Worker Referrals.
- Offer assistance with Crime Victims Compensation forms.
- Compile and submit monthly and quarterly reports, statistics, and calendars in a timely manner.
- Obtain Level 2 Certification within one year of employment and other training as required.
- Work at least one day a week at the shelter in Elizabethtown. Required: Every Thursday and Friday 9AM-5PM.
- Attend staff meetings as required.
- Participate in Community Service Provider Meetings in Marion/Washington County
- Compile and report statistical information as required by funding sources.

Job Type: Full-time

Pay: \$ 38,014.38 per year

EOE