



Position Description

Crime Victim Advocate

Range: 32
Class: Full Time - Non- Exempt
Department: Family Services
Supervisor: Director, Monarch Children's Justice & Advocacy Center
Revised: July 2013

Definition:

Under the supervision of the Director of MCJAC, the Crime Victim Advocate provides support to victims of crime other than sexual assault or domestic violence. The primary role of the Crime Victim Advocate is to provide support, outreach and information and referrals to crime victims. The Crime Victim Advocate helps to identify the victims most urgent needs. The Crime Victim Advocate coordinates with other system and community based advocates to reduce duplication of effort and assist the victim in accessing resources and navigating various systems in the community.

Typical Work:

Respond to telephone and written inquiries for assistance and/or information.

Discuss the victims safety and essential needs.

Educate victims regarding the investigative process and help them understand the legal and social services available to them.

Empower the the victim by identifying housing, transportation, education, and financial needs and facilitating their ability to retain the needed resources.

Connect the crime victim with a broader support system through a support group or other community resources; and assisting the victim in coping with the realities and complexities of the system as the case evolves.

Update resource materials including outreach and information/referrals resources.

Assist in community outreach activities including trainings, community meetings, and presentations and represent MCJAC in community meetings when assigned.

Coordinate with existing system and community-based advocates to reduce duplication and increase access to services.

Attend and participate in multidisciplinary case staffings as appropriate.

Maintain client files, document all client contacts, and compile statistical information.

Prepare monthly and quarterly reports as requested.

Knowledge and Abilities:

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Ability to work gracefully under pressure and as part of a collaborative team.

Knowledge in the field of crime victim advocacy and rights in Washington State.

Excellent written and verbal communication skills.

Good sense of humor.

Conflict resolution skills.

Understanding of principles of advocacy work.

Good personal boundaries.

Desirable Qualifications:

BA in Social Work or related field.

Minimum two year experience working in the field of crime victims or as an advocate in a related field. Experience working in the collaborative teams preferred.

Knowledge of community resources in Lewis and Mason Counties.

Additional Requirements:

Must have a valid Washington State driver's license (in good standing) when operating a privately owned vehicle on official Agency business; must comply with *Washington State's liability laws* when operating a privately owned vehicle on job-related business.

Applicants must produce proof of authorization to work in the United States at time of job offer. Documentation establishing authorization to work may include: Social Security Card, Certificate of Birth in the United States or other approved documentation. A picture ID will also be required. In addition, and at the Councils expense, if an applicant is offered a position, there will be a comprehensive background check.

The above is a non-exempt position as defined under the professional portion of the Fair Labor Standards Act related to minimum rate and overtime requirements, therefore any overtime worked will need to be cleared in advance by your supervisor.

The statements contained in this position outline reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other related duties as assigned including work in other areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Community Action Council of Lewis, Mason and Thurston County is an equal employment opportunity employer and does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, marital or veteran status, association, family relationship, mental or physical disability, source of income, sexual orientation, or any other legally protected status unless it is a bona fide occupational requirement reasonably necessary for our operations.