



POSITION DESCRIPTION

POSITION TITLE: Crime Victim Advocate

SUPERVISED BY: Director of Crime Victim Advocacy

LOCATION: Someplace Safe service area (serving Big Stone, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse, Wadena, and Wilkin Counties)

STATUS: Hourly, Full-time 40 hours per week, generally Monday–Friday 8:00-4:00, with occasional weekends, and on-call shifts 6 weeks per year. Bilingual Spanish/English required.

WAGE: \$20.00-\$28.00 hourly rate. Wage based on experience. Full-time 40 hours per week.

BENEFITS INCLUDED: Employer-paid health insurance, life insurance, paid time off (PTO), Employee Assistance Program and 16 Paid Holidays, holiday differential pay, long-term disability and employer match retirement plan. Optional employee purchased benefits include dental insurance and supplemental insurance.

Staff friendly workplace, including some flexible scheduling, occasional remote work options, and a strengths-based work environment.

Please email Cover Letter and Resume to: johanna.b@someplacesafe.info

PRIMARY OBJECTIVES OF POSITION:

- Provide advocacy, support, resources, options, and referral services to victims/ survivors of crime, including 24-hour crisis response.
- Maintain collaborative relationships with community partners to encourage victim centered service delivery.
- Facilitate meetings, provide training and education, and assist with coordination of fundraising and awareness events within local communities.

SUPERVISION EXERCISED: Advocates supervise temporary workers, interns, or volunteers as directed or assigned by supervisor.

JOB SUMMARY:

- Provides advocacy services in-person and on crisis lines for victims/survivors of crime from diverse backgrounds and life experiences.
 - Provides information on rights, resources, and services available.
 - Assists with obtaining civil protective orders.
 - Explains the criminal justice process and prosecution procedures.
 - Assists survivors of crime in finding resources.
 - Accompanies survivors of crime to appointments, court hearings, hospital exams or law enforcement interviews.
 - Facilitates empowerment groups.
- Records all services provided to victim/survivors of crime. Maintains records of work performed; submits reports as required.
- Is on-call for mandatory crisis line up to 6 weeks throughout the year after regular business hours.
- Serves to assist with communication between youth and systems.
- Facilitates coordinated community response multidisciplinary team meetings in assigned service area.

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- Educates and informs the community through social media, social media, presentations, and professional training.
- Attends interagency meetings, trainings, committees, boards, and workshops relevant to advocacy services.
- Hosts local fundraising and educational events with assistance from other team members.
- Participates in agency fundraising events as directed.
- Maintains a clean and client-friendly office.

OTHER RESPONSIBILITIES:

- Participate in a minimum of 12 Hours of continuing education annually.
- Performs other duties and assumes additional responsibilities as directed by direct supervisor/leadership team.

DESIRED MINIMUM QUALIFICATIONS: Individuals with diverse backgrounds, varied life experiences, who are bilingual, and/or victim/survivors of crime encouraged to apply.

Education and Experience

- High School diploma or equivalent, (G.E.D.)
- Background in trauma related work, advocacy, or related work experience preferred.

SPECIAL REQUIREMENTS

- Must possess and maintain a valid state driver's license and insured reliable vehicle.
Bilingual Spanish/English required.

TOOLS AND EQUIPMENT USED

- Requires use of agency provided personal computer (MS Office Suite) and cell phone, and other office and communication equipment.

PHYSICAL DEMAND AND WORK ENVIRONMENT:

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. Employees are required to walk, climb stairs, and lift at least 25 pounds and be able to move about freely. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the environment is usually quiet.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

It is the policy of this agency to provide equal opportunity in employment to all persons, to prohibit discrimination because of race (hair style), color, creed, economic status, religion, ancestry, sex (including pregnancy), familial status, parenthood, national origin, immigration status, place of residence, political affiliation, disability, marital status, status with regard to public assistance, social status, gender, gender identity, sexual orientation, age, membership of and activity in local human rights commissions, or physical ability in all aspects of its personnel policies, programs, practices, or operations.

Mission statement: **Someplace Safe works to create safer communities in West Central Minnesota by providing high quality crime victim services.**

Vision Statement: **Safer Families, Safer Communities**

Core Values: **Respect, Collaboration, Integrity, Dedication, Strategic Innovation**



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