

APPLICATION COVER SHEET

Job Title: Victim/Witness Advocate I

Wage: \$13.93 per hour

Hours: 40 hours per week

APPLICATION DEADLINE: 5:00PM, Tuesday, April 16th, 2019

PLEASE PROVIDE

1. COVER LETTER
2. RESUME
3. A COMPLETED AND SIGNED DISTRICT 4 HRDC APPLICATION INCLUDING COMPLETED APPLICATION COVER SHEET
4. SIGNED DISTRICT 4 HRDC JOB DESCRIPTION

POSITION SUMMARY – To provide assistance and advocacy to victims of domestic violence and sexual assault. Advocate for victim/witnesses through the criminal justice system. Advocate for offender accountability. Collaborate intensely with prosecuting attorney's, law enforcement, tribal authorities and social service agencies.

Special Information: This position requires being on call with some evening and weekend hours.

MAJOR RESPONSIBILITIES:

1. Contact and offer supportive services to victims referred by self, law enforcement, and other agencies.
2. Assist primary and secondary victims of crime by providing information regarding the criminal justice system and the dynamics of victimization. Provide emotional support and safety planning, and educate victims about their rights, options and obligations in the criminal justice system.
3. Assist approximately 100-125 victims and witnesses of domestic violence per year by:
 - a. Following their court cases and keeping them informed of court dates and procedures.
 - b. Assisting with filling out and filing victim's compensation claims.
 - c. Advocating safety for victims and their children.
 - d. Educating victims about the dynamics of domestic violence.
4. Assist in filling out Orders of Protection, filing them, attending hearings, and ensuring service of the Orders of Protection.
5. Collaborate when appropriate with Tribal domestic violence programs to ensure the safest and most effective service for Native American clients.
6. Collaborate daily with judges, prosecuting attorneys, defense attorneys, law enforcement, tribal agencies, Child Protective Services, Department of Health and Human Services, and mental health to provide more comprehensive service to victims of crime.
7. Testify on behalf of victims and as an expert witness.
8. Take evidence photos as deemed necessary and be informed about evidence gathering protocol.
9. Respond to victims of rape and domestic violence at the hospital, emergency room, police station, or sheriff's office as requested by hospital staff and law enforcement.
10. Advocate for children by empowering them to speak for themselves.

11. Advocate for clients with prosecutors and attorneys through one-on-one contact, written communication, as well as meetings or hearings regarding the client.
12. Maintain confidentiality of all clients of the program.
13. Be on call on the Crisis Line when needed.
14. Be available via cell phone for 24 hour Crisis Line Services.

ADDITIONAL RESPONSIBILITIES:

1. Create and implement trainings directed at the short-term and long-term effects of domestic and sexual violence in children and offer to local schools and the community.
2. Assist with training program volunteers by presenting victim advocacy, domestic violence, historical information and information on suicide prevention/intervention and various topics about Child Advocacy.
3. Identify other needs of clients, refer to appropriate services and aid them in obtaining these services, including assistance with filling out paper work.
4. Be flexible and available in providing a variety of services including child care arrangements and transportation when necessary to facilitate self-sufficiency, and attend court hearings.
5. Be familiar with all staff responsibilities and be willing to assist or fill in as needed.
6. Assist in shelter upkeep and operations.
7. Develop strategies for sharing knowledge and information individually and in groups from various community organizations.
8. Be able to diffuse potentially volatile situations.
9. Perform additional duties as assigned by immediate supervisor.
10. Travel is required for transporting victims and attending trainings. Willingness and ability to use own vehicle as necessary.

MINIMUM QUALIFICATIONS:

1. Within 6 months must obtain Basic Advocacy Training.
2. Within 1 year must obtain the Montana Victim Advocate Academy Training.
3. Attend the Annual Montana Children's Justice Conference and any other Child Advocacy Trainings as well.
4. Maintain confidentiality of client identity at all times.
5. High School Diploma or equivalent (GED/HSE)
6. 2 years' experience with Domestic Violence or providing social services.
7. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.

SPECIAL INFORMATION –

1. ***We are an Equal Opportunity Employer/Program, and auxiliary aids and services are provided for individuals with disabilities.***
2. ***Current District 4 HRDC Early Head Start and Head Start Parents, current Clients and Volunteers, will receive an interview for employment vacancies for which they are qualified. (Please note on additional information section of application, if this pertains to you).***
3. ***Occasional travel for trainings may be required. EXCELLENT BENEFITS ARE PROVIDED BY HRDC.***
4. ***Application will be rejected if incomplete or unsigned.***
5. ***Background Check required before applicant is hired.***

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