

## **Friends Against Abuse Job Description**

**JOB TITLE:** Crime Victim Advocate - Lake of the Woods

**REPORTS TO:** Executive Director

**CLASSIFICATION:** Full-time (32-35 hours) non-exempt

**BENEFITS:** PTO, health insurance stipend and SEP IRA

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**JOB SUMMARY:**

To provide crisis intervention, follow-up, support, advocacy and information to victims of domestic violence, sexual assault and general crime.

**ESSENTIAL FUNCTIONS:**

Serve Lake of the Woods County as a Crime Victim Advocate.

Serve as a liaison between victims and the court system. Explain the criminal justice process and prosecution procedures.

Provide victims with information on their rights, resources, and services available. Provide crisis intervention, advocacy, ongoing support, and follow-up.

Attend court hearings, provide victims with case updates, reviews criminal justice complaints, reviews charging, pleas and sentencing.

Attend meetings on behalf of the agency.

Travel required – must have a vehicle, valid driver's license and insurance.

The scheduled work hours may be extended beyond the normal workday due to survivor needs and/or court schedule.

Maintain positive work atmosphere by behaving and communicating in a manner that fosters good relations with clients, customers, co-workers, and supervision.

Treat clients, co-workers, and the public in a respectful and courteous manner always.

Maintain confidentiality of agency issues.

**ADDITIONAL RESPONSIBILITIES:**

This job description is not intended to be all-inclusive, and employee will also perform other reasonably-related business duties as assigned by the Executive Director.

**EDUCATION AND EXPERIENCE:**

Knowledge or experience working with domestic violence victims.

Knowledge of referral sources.

Strong writing and verbal skills.

Experience working with a diverse public.

**KNOWLEDGE, SKILLS, ABILITIES, OTHER:**

Able to always maintain confidentiality.

Must behave in a non-judgmental fashion.

Must portray self in a professional manner in actions and attire.

Must be able to maintain proper boundaries with those that we serve.

Must possess strong interpersonal, listening, written and verbal skills.

Proficient using computer, internet, Microsoft Office programs.

Must have public speaking experience.

Ability to independently organize and manage time and meet deadlines.

Ability to work as a team member.

Knowledge of local Service Providers and the resources that they provide.

Must have a current and valid MN Driver's License and have auto insurance coverage that meets the minimum requirements of Minnesota State law on the vehicle used for work.

Must be able to independently handle diverse work problems daily.

Requires the ability to set priorities and work schedule, yet adjust to changes necessitated by last minute assignments and deadline requests that may prove stressful.

Requires sitting, standing, bending, stooping, and reaching with sufficient manual dexterity to operate standard office machines such as computers, fax machines, calculators, copy machines, and telephones.

Must pass a MN background check.

*Updated 9/2022*