

# NOTICE OF JOB OPENING

Application Deadline - January 16, 2015

Victim Outreach Incorporated (VOI) is a non-profit organization that provides law enforcement-based victim assistance to citizens who have been hurt by crime or other trauma. We contract with the cities of Arvada, Wheat Ridge, Golden, Edgewater, Morrison, Lakeside, Mountain View and the Colorado School of Mines or offer services to people who report to police in these communities. Our Mission is to promote the healing of people impacted by crime and trauma with the vision that they recover to lead healthy, productive and inspired lives.

We Value:

- Advocacy- We advocate for victims to be treated with fairness, respect and dignity and for their rights as afforded by the Colorado Constitution.
- Healing – Our belief is that victims' recovery is affected positively with early intervention, education and resources.
- Empowerment – Victims who feel safe, have their basic needs met and receive compassionate support are more likely to feel empowered, have hope and a willingness to participate in the criminal justice process.
- Justice – Justice is best served by interagency communication and cooperation, victim participation and system improvement.
- Ethics – VOI values honest communication, professionalism, trust and quality of service.

We are seeking to fill the position of a Victim Advocate who will assist victims in their recovery from criminal acts and other traumatic experiences. We offer emotional support, information about victim's rights and available resources and advocacy from the time of crisis and throughout the criminal justice process, as needed. This person must possess good communication skills, boundaries, ethics and the ability to work cooperatively with a wide range of professionals and agencies.

Victim Outreach Inc. (VOI) is an equal opportunity employer. In keeping with the spirit and intent of the Civil Rights Act and with basic fairness, the agency will not discriminate because of race, color, religion, gender, gender expression, sexual orientation, age, military status, national origin or disability. VOI will take affirmative action with respect to hiring practices. Such affirmative action shall include active recruitment of positions advertised externally. Victim Outreach Incorporated does not tolerate discrimination or sexual harassment of any client, volunteer or staff. **We are building a team that reflects the cultural diversity of our community.** Spanish speaking applicants are encouraged to apply. AmeriCorps, Peace Corps and other National Service Alumni are encouraged to apply.

Minimum requirements: Bachelor's degree in criminal justice, social work, psychology or related field and a minimum of three years work-related experience with victim services, criminal justice, social work or any equivalent combination of training and experience that provides the required knowledge, skills and abilities. Requires passing police background investigation. Also requires a valid Colorado Driver's License and a means of reliable transportation. Must be over 21 and live in close proximity to service area (within 20 minutes).

Please send your cover letter and resume to: Victim Outreach Incorporated  
PO Box 18941  
Golden, CO 80402

Or you may email your information to: [victimoutreachinfo@gmail.com](mailto:victimoutreachinfo@gmail.com)

Website: [www.victimoutreach.org](http://www.victimoutreach.org)

## GENERAL STATEMENT OF JOB

Under limited supervision, a VOI Victim Advocate provides crisis intervention, emotional support, education and guidance to crime victims and witnesses from the time of crisis and throughout the criminal justice process. Work includes providing or arranging for a variety of support services to promote emotional healing and educating victims/witnesses regarding their rights, resources, safety, impact of trauma and the criminal justice process. Employee is also responsible for maintaining liaison between victims/witnesses and criminal justice personnel. Reports to Executive Director and/or Staff Supervisor.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Respond to calls by law enforcement to provide on-scene crisis intervention to victims/witnesses
- Provide victim advocacy services either through personal or telephone contact.
- Provide emotional support immediately following the crime/crisis
- Inform the victim of VOI's policy concerning limited confidentiality
- Ascertain the victim's immediate needs
- Encourage the victim to seek medical consultation/examination if needed
- Discuss an initial safety plan and, with the active participation of the victim, develop a safety plan
- Ensure victims are aware of their rights under Colorado Law and the Colorado Crime Victim Compensation Act and assist them in applying for appropriate funds
- Offer victims information regarding case status and resources
- Initiate follow-up contact with the victim as appropriate
- Support the victim in decision-making by providing information and discussing available options
- Assist the victim with prioritizing actions and establishing short and long-term goals
- Assist the victim by working with the assigned law enforcement officer
- Provide 3<sup>rd</sup> party mediation with employers, therapists or others if needed and with the permission of the victim/witness
- Assist with the return of property being held as evidence
- Provide follow-up support as needed
- Protect victim from being re-victimized during the criminal justice process
- Document contacts and collect data for tracking the case, report writing and providing feedback to police as appropriate.
- Provide after hours and weekend coverage for on-call shifts as needed
- Review police reports to identify victims who are eligible for services.
- Outreach phone calls to crime victims or others in need of services or community referrals.
- Emergency response to calls from law enforcement.
- Participate on committees to represent victim issues.
- Participate in training law enforcement, other service providers and the community about victim issues, VOI services and mission
- Other duties as designated by Executive Director or Staff Supervisor

### Job Skills:

- Excellent written and verbal communication skills
- Excellent problem solving abilities
- Computer proficiency with Microsoft Office Suite: Word, Xcel, Power Point, Publisher, Access
- An understanding of victimization and the criminal justice system
- Ability to communicate and collaborate well with others
- Ability to set relationship boundaries
- A self-starter that can work independently and with limited supervision.
- Commitment to working with people from diverse backgrounds