



## NEVADA URBAN INDIANS, INC. JOB DESCRIPTION

**Title:** Victim Services Advocate- Part Time  
**Department:** Administration  
**Exemption:** Non-Exempt  
**Supervisor:** VSP Coordinator

### **DESCRIPTION:**

Under the direction of the VSP Coordinator, provides victim advocacy services to victims of domestic violence. Assesses victims' needs and safety, and acts as a liaison between victims and service/resource providers. Complies with the procedures of the Victims' of Crimes Act (VOCA) and Violence Against Women Act (VAWA) grants. Works to help families access community resources, develop safety plans, and receive education.

### **MINIMUM QUALIFICATIONS:**

Associate's Degree in Social Work, Psychology or related field. Have at least one year of experience with advocacy; preferably working directly with victims. Ability to provide compassionate and appropriate support to victims. Must be outgoing, knowledgeable and willing to engage the public about issues of violent crimes, child abuse, sexual assault and domestic violence. Must have a valid driver's license. Bilingual Spanish preferred but not required. Must have a current CPR card or be able to obtain one.

**JOB DUTIES & RESPONSIBILITIES:** duties and responsibilities may include, but are not limited to, the following:

- Creating safe plans, treatment plans for case management
- Outlining all pertinent avenues and resources.
- Accompanying victims to their legal hearings.
- Representing and articulating victims' needs, where appropriate.
- Tracking victims' case outcomes.
- Petitioning state and non-governmental institutes to safeguard victims' needs.
- Assesses victims' safety and other needs, informing them of available resources and acting as a liaison in obtaining services.
- Provides crisis intervention for victims.
- Assists victims of crime through the judicial process by providing information regarding the legal process, investigation process, and resources such as shelter, treatment, education, legal assistance, and financial assistance.
- Educates victims concerning temporary protective orders; assists victims in completing application for such orders.
- Assists in the preparation of Victim Impact Statements and Victim Compensation Forms.
- Maintains database of community agencies offering assistance to victims and makes appropriate referrals.
- Other duties as assigned

### **SPECIAL NOTE:**

Nevada Urban Indians, Inc. is an equal opportunity employer and encourages all qualified applicants to contact the agency about employment opportunities. Indian hiring preference may apply to some positions dependent upon funding agency (i.e. Bureau of Indian Affairs, Title V, and Indian Health Service funded positions).