



Bilingual Victim Advocate/Case Manager

REPORTS TO: Deputy Director

POSTING DATE: May 15, 2015

LOCATION: Eugene, Oregon

DEADLINE TO APPLY: May 25th, 2015

AGENCY MISSION: to provide intervention and advocacy for children who are victims of, or witnesses to, crime.

AGENCY VISION: to reduce the trauma experienced by child victims of abuse and their non-offending family members through multidisciplinary intervention, advocacy, support and strong community partnerships.

POSITION OVERVIEW: The Bilingual Victim Advocate/Case Manager provides assistance to Spanish-speaking children and their non-offending family members in various capacities. This position is responsible for providing direct victim advocacy to victims of crime.

RESPONSIBILITIES:

Responsibilities include, but are not limited to, the following:

- Recruitment, screening, selection and training of agency volunteers
- Coordination of volunteer victim advocacy teams; assignment of volunteers; monitoring and evaluating the work of volunteers
- Create and maintain case logs, documenting case activities
- Act as an advocate for victims to ensure their needs are addressed within the community and criminal justice system; conferring with law enforcement officials and prosecutors on the status of cases
- Participation on County-wide task forces, councils, and committees
- Preparation of grant statistics and periodic reports
- Coordination of volunteer victim advocacy teams; assignment of volunteers; monitoring and evaluating the work of volunteers
- Provide immediate crisis intervention to victims; providing emotional support during the investigation and prosecution process; assessing victim's needs; referring victims and their families to appropriate community services for assistance
- Design and delivery of workshops and training programs for police, prosecutors and medical professionals
- Provide educational information and outreach
- Work closely with community partners to identify needs specific to underserved populations
- Manage and maintain confidential information and paperwork
- Communicate in a compassionate, unbiased, trauma-informed manner

- Work within a Multidisciplinary Team comprised of representatives from Law Enforcement, the District Attorney's office, Department of Human Services, Parole and Probation and other partner community agencies who work to collaboratively manage and prevent cases of child maltreatment

MINIMUM QUALIFICATIONS:

Bilingual English/Spanish required, bicultural preferred. Bachelor's Degree or equivalent work experience required.

Knowledge of:

- Problems confronting victims of crime
- Dynamics and impact of intimate partner violence; especially in underserved communities
- Pertinent local, state and federal rules, laws and regulations, and policies and procedures
- Local public and private community resources
- Short-term crisis intervention techniques

Ability to:

- Recruit, train, motivate and supervise large groups of volunteers
- Provide advocacy by phone and in person with people from diverse backgrounds
- Speak to the public effectively and persuasively
- Organize and conduct training sessions and workshops
- Deal calmly and effectively with people in crisis
- Interact appropriately with hostile or uncooperative individuals
- Communicate clearly and concisely, both orally and in writing

SALARY & BENEFITS: Salary and benefits will be discussed at time of interview. Salary ranges from \$37,000-\$50,000, depending on experience. Kids' FIRST Center offers a competitive benefit package.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 stand; walk; reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 15 pounds.

WORK ENVIRONMENT: This position is based in an office setting.

TO APPLY: Send a one-page cover letter detailing your qualifications for this position along with a resume and list of at least 3 professional references to Kids' FIRST Center:

via mail at: 2675 MLK Jr. Blvd Eugene, OR 97401,

or via e-mail to: susan@kidsfirstcenter.net with a subject line: *Bilingual Victim Advocate/Case Manager Position.*