

**OREGON CRIME VICTIMS LAW CENTER
VICTIM ADVOCATE/ADMINISTRATIVE ASSISTANT
1.0 FTE**

Organization:

The Oregon Crime Victims Law Center (OCVLC) is a non-profit organization that provides victims of crime with no-cost legal representation to assist them in enforcing their rights as crime victims in criminal cases, civil protective order cases, and in some related administrative proceedings. OCVLC also addresses other victimization-related needs of crime victims directly (e.g., by helping them to obtain copies of police reports and other records) and indirectly (e.g., by referring them to social service agencies, sources of help with legal issues other than those handled by the OCVLC, etc.).

Purpose of position:

The Victim Advocate/Administrative Assistant provides victim advocacy to crime victims that may include referrals to social services or other resources for further support. This position reports to the Executive Director and works in close collaboration with OCVLC's staff attorneys to ensure that victims receive appropriate legal assistance and/or advocacy services as needed. The position is also responsible for office management duties and administrative support as assigned.

Victim Advocate duties include:

- Conducting intake interviews primarily over the phone with crime victims and consulting with the OCVLC's Senior Staff Attorney regarding appropriate action or the staffing of cases.
- Identifying and assessing crime victims' victimization-related needs, other than the need for legal representation by OCVLC, and addressing those needs directly or by referring them to services outside the scope of OCVLC's services.
- Providing criminal justice support advocacy (e.g. accompaniment to file a police report, request police records, provide basic explanations of crime victims' rights and the criminal justice system, help applying for crime victims' compensation and the Address Confidentiality Program.)
- Providing informational and emotional support to crime victims.
- Maintaining a current list of appropriate social-service and other resources available to crime victims throughout the state.
- Developing and maintaining relationships with key stakeholders, community partners, and allied organizations.
- Participating in conferences and trainings related to crime victims' rights and issues, and serving on task forces, committees, and work groups dedicated to improving services for crime victims.

Administrative Assistance duties include:

- Screening and routing telephone calls, mail, and electronic correspondence sent to the OCVLC's general inbox, and conducting conflict checks for prospective new clients.
- Preparing and maintaining updated administrative and fiscal policies and procedures, as assigned by the Executive Director.
- Providing human resource support, which may include maintaining personnel files for staff and volunteers (e.g., background checks, references, timesheets, training certificates, etc.).
- Coordinating and troubleshooting issues related to office facilities, equipment, and other essential operational services (e.g. phone, Internet)
- Ordering office supplies, equipment, and furniture and coordinating the receipt of in-kind donations.
- Developing and distributing brochures and other informational materials about OCVLC's services.

- Maintaining OCVLC's website and other social media including the credit card donation processing webpage.
- Reporting to the Executive Director on issues concerning office administration.
- Performing other administrative and secretarial duties as assigned by the Executive Director.

Professional experience and skills:

- Strong written and oral communication, organizational, and independent problem-solving skills.
- Proficiency with preparation of correspondence and other documents as well as PowerPoint presentations.
- Proficiency using word-processing software including PowerPoint, Excel or similar software.
- Experience with web site development and maintenance a plus.
- Familiarity with various social media and strategies for social media promotion and marketing. -
- Ability to interact with diverse populations in a culturally responsive manner.
- Experience with victims of crime or other people who have experienced trauma a strong plus.
- Familiarity with victim-related and/or other social-service agencies in Oregon, particularly in the greater-Portland area, a plus.
- Experience with, and knowledge of, the structure of the criminal justice system a strong plus. -
- Completion of State Victim Assistance Academy (SVAA) training a plus.
- Bilingual/Spanish fluency strongly preferred.

Educational qualifications:

A college degree, or comparable education and/or professional training related to this position.

Professional qualifications:

Minimum of two years of relevant experience.

Position's salary, benefits, location and hours:

This is an exempt, full-time, salaried position, with a salary range starting at \$42,000-44,000/year, depending on experience and qualifications. Benefits include 100% medical, dental, vision insurance for employees plus 50% for dependents; disability insurance for employees, and optional participation in a SIMPLE IRA with an employer match up to 3%. This position is full-time, on-site, in OCVLC's office, located at: 7412 SW Beaverton-Hillsdale Highway, Suite 209, Portland, OR 97225.

Background Check:

During the interview process, applicants will be required to sign a disclosure statement concerning any arrests and/or convictions of applicants and immediate family members. "Immediate family" is defined to include spouse or domestic partner; children, stepchildren; other children who are living in the applicant's home; grandparents; siblings; and anyone else with a close or intimate relationship with the applicant, such as a roommate. Information provided will not necessarily be grounds for disqualification. Because of the sensitive nature of the OCVLC's work, final applicants will be subject to a criminal history and Driver and Motor Vehicle check, along with a background investigation. Adverse information may be grounds for disqualification.

To apply:

Interested persons should mail or email a cover letter and resume by **5 p.m. on June 14th** to: Rosemary Brewer, Executive Director, OCVLC, 7412 SW Beaverton-Hillsdale Highway, Suite 209, Portland, OR 97225; or Rosemary@ocvlc.org.