

SARAH'S REFUGE, INC.
JOB DESCRIPTION

Position: Crime Victims Advocate
Supervisor: Executive Director
Status: Full Time /Non-Exempt

CRIME VICTIMS ADVOCATE: Performs highly interactive and assistance duties directly working with victims, in the case management and service referral functions. Duties: Serves as a liaison between victims and Prosecution and Court staffs. Accompanies victims to court proceedings and informs victims about their constitutional and statutory mandated victim's rights. Assists victims in securing Orders of Protection and Injunctions Against Harassment. Assesses victim needs and acts as a resource for community service referrals. Engages in follow-up contact with domestic violence victims after case disposition. Communicates in the exchange of information by completing thorough case documentation in both Victim Services and Prosecution files using both a paper-based and computer automated case management system. Maintains statistical records on victims served and services provided; submits monthly statistical reports. Works with the Prosecution Division attorneys and staff to improve services to victims. Investigates and resolves complaints regarding advocate and attorney responsibilities. Recommends policies and procedure revisions as deemed necessary to improve the integrated work environment. Assists in the recruitment, selection and training of volunteer staff in the Victim Services Division. Provides in-service training and exposure to various criminal justice and victim-related matters. Encourages involvement and interest in victim-related training and awareness campaigns. Facilitates community outreach activities. Performs other duties as assigned.

Qualifications & Skills: A Bachelor's degree in Criminal Justice, Social Services or related field and one year experience in case management, counseling or related field from which comparable knowledge was gained. Knowledge of North Carolina's state and local laws relating to domestic and sexual violence and crime victims; legal terminology, court practices and procedures' modern office procedures to include personal computers. The ability to interview victim. Ability to: interview victims and obtain relevant information; communicate effectively, verbally and in writing; follow written and verbal instructions; prioritize tasks; track and monitor funds; establish and maintain effective working relationships with employees and the public. Must have valid North Carolina Driver's License.