

Safe at Home, INC has a full-time position, for a Victim Advocate. This position is a 40 hours, per week, with no benefits. The position pays \$11.00 up to \$13.00, based on experience. The Victim Advocate works closely with victims of violent crimes, in all facets of the criminal justice system, to ensure that their rights are acknowledged and respected in accordance with the Victim's Rights, as stated in the Indiana Code.

Qualifications for this position include: Minimum education, high school diploma; pass criminal check; possess a valid driver's license; must be flexible with work hours; and must be available nights, weekends and holidays for on call status. A job description is attached for further information and details regarding the position of Victim Advocate.

Please submit a general application for employment for Henry County, attached, and a resume that includes three (3) professional references. Submission of requested documentation is to be sent, via email, to:

Matt Schofield, at matthew-schofield@cityofnewcastle.net. All applications will be received until April 7, 2017, at 3:00 p.m.

Henry County Government Offices is an Equal Employment Opportunity Employer

JOB DESCRIPTION

Victim Advocate

Agency: Safe At Home, Inc.

Supervisor: Lead Advocate

Objective: To work closely with victims of violent crime in all facets of the criminal justice system to ensure their rights are acknowledged and respected in accordance with the Victim's Rights as stated in the Indiana Code.

Responsibilities:

- Working with clients in all aspects of the criminal justice system (courts, prosecutor, police, probation, etc.)
- Compiling and maintaining data on each client
- Assisting clients in filing for a protective order and/or victim compensation through the state
- Sharing on-call time with other staff
- Ability to perform crisis intervention with clients suffering trauma
- Accompanying clients to court proceedings and helping them understand the purpose of each type of hearing
- Other duties as directed by Executive Director
- Community education and awareness

Qualifications:

- Minimum of high school diploma
- Pass criminal check
- Valid driver's license
- Must be flexible with hours
- Available nights, weekends and holidays for on call

Special Requirements:

All contacts with all clients will be kept confidential and all employees will be expected to sign a statement of confidentiality understanding that they may be terminated if confidentiality is violated.

Perform other job duties as assigned

WORK SITE: Safe At Home Inc., and travel is required in state

ACCOUNTABILITY: The Victim Advocate reports directly to the Safe At Home Lead Advocate

COMPENSATION: \$11-\$13 per hour

PROBATION PERIOD: 1 year

Lead Advocate Signature

Date

Victim Advocate Signature

Date