



POSITION TITLE: Victim Advocate

RESPONSIBLE TO: Manager of Restorative Justice and Workforce Development

JOB DESCRIPTION: Victim Advocate offers emotional support, victims' rights information, help in finding needed resources and assistance in filling out crime victim related forms. Our advocates frequently accompany victims and their family members through the criminal justice proceedings. Advocates work with other organizations, such as criminal justice or social service agencies, to get help or information for the victims we serve. Victim advocates' responsibilities vary depending on the situation.

DUTIES AND RESPONSIBILITIES

- Adheres to the Mission and Core Values of Envision.
- Provides administrative assistance to staff, which includes organizing files, answering phones,
- scheduling appointments, making copies, writing and compiling statistics for reports and letters, etc.
- Accompanies staff while at meetings and appointments.
- Takes notes at all staff meetings and provides meeting minutes to the necessary staff within 24 hours
- of the meeting
- Maintains accurate and up-to-date participant and personnel filing systems at all times.
- Conducts Orientation for new participants and their families in the program.
- Must be willing and able to accompany and supervise participants on outings.
- Remains abreast of needs of customers for job matching and referral purposes. Stays up to date on
- community resources.
- Reports existing conditions regarding ALL program participants, including discipline issues, to
- appropriate staff.
- Provides choices and guides participants in making positive decisions. Works for self-esteem
- building in all participants.
- Maintains working knowledge of all program statements of work and performance goals..
- Accomplishes participants' care by assessing individual needs; providing direct services and
- engaging in ancillary activities; participating in an interdisciplinary Institute team.
- Provides direct case management and emergency support services to victims of violence and their families.
- Provides immediate crisis response to victims and their families after a shooting or homicide,
- responding to crime scenes and hospitals to provide immediate supportive services.



- Provide support and advocacy to the victims of violence and their families through home visits, phone calls, criminal justice advocacy, and referrals to other support organizations.
- Coordinate and facilitate educational forums, family and group support sessions, and training.
- Develop relationships with partner organizations to provide referral to partner organizations for
 - domestic violence and intimate partner shootings and/or homicides.
- Document client contacts and services provided and assist program manager with data collection and required reporting.
- Assist victims in accessing resources such as Victim's Compensation, Short Term Disability,
 - affordable healthcare, mental health services and referral to domestic violence supportive services.
- Work with victims to identify and address safety concerns and create a plan for long term safety.
 - and well-being.
- Assists in evaluating current procedures and practices for accomplishing objectives.
 - Implements
 - alternative methods for improvement of program.
- Maintains knowledge in current field by attending seminars, workshops and in-service trainings that
 - total 15 hours annually.
- Collects data and information for periodic program evaluations.
- Maintains communication and a positive relationship with other team members.
- Must be willing to work occasional evening and weekend hours.
- Attends all staff meetings.
- Engages in all ECS fundraising efforts as required (i.e annual gala working event)
- Perform other duties, as assigned by management.

QUALIFICATIONS:

- Bachelors' degree or higher preferred/equivalent experience in management considered
- Experience in supervision of staff and customers.
- Proficiency in computer applications.
- Excellent communication skills.
- Tech skills and virtual management.
- Bilingual/bicultural (Spanish) desired.
- Access to a vehicle and valid Illinois Driver's License required.
- Willingness to travel and work flexible hours required.
- Effective time management for both oneself and others, along with adaptability, is imperative for the successful delivery of job responsibilities.

**GENERAL REQUIREMENTS:**

Staff shall be able to demonstrate the skill and competence necessary to contribute to each youth's physical, intellectual, personal, emotional, and social development. Factors contributing to the attainment of this standard include:

- Emotional maturity when working with youth and adults; Cooperation with the purposes and services of the program; Respect for youth and adults;
- Flexibility, understanding and patience;
- Physical and mental health that do not interfere with customer work responsibilities;
- Good personal hygiene;
- Frequent interaction with customers, business partners, and funding sources;
- Listening skills, availability and responsiveness to customers and management;
- Sensitivity to customers' socioeconomic, cultural, ethnic and religious backgrounds, and individual needs and capabilities;
- Use of positive discipline and guidance techniques
- Ability to provide an environment in which customers can feel comfortable, relaxed, happy and involved in education, recreation, and other activities.

OTHER REQUIREMENTS:

- Must be able to travel to other locations as necessary
- Must be able to lift and move storage boxes and office supply materials
- Must be able to spend long hours sitting and using office equipment and computers
- Must be able to operate in an environment where interruptions can frequently occur

REQUIRED SCREENINGS/CHECKS/TRAININGS:

1. Drug screen
2. Mandated Report
3. Background Check
4. Fingerprinting
5. Driver's Record
6. Sexual Harassment Training
7. Non-disclosure Agreement
8. Any other internal trainings brought by ECS

EEO STATEMENT

Our organization is committed to providing equal employment opportunities to qualified individuals with disabilities. When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. This may include providing reasonable accommodation where appropriate for an otherwise qualified individual to perform the essential functions of the job. ECS and subcontractors are committed to a policy that provides equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, religion, national origin, ancestry, age, marital status, pregnancy, medical condition, including genetic



characteristics, physical or mental disability, veteran status, gender identification and expression, sexual orientation; and to making all employment decisions so as to further this principle of equal employment opportunity.

SALARY/BENEFITS:

- Health benefits available
- \$18-20 per Hour

OTHER:

ECS is an “At-Will” employer and reserves its rights to practice as such. ECS can terminate your employment at any time, for cause or without cause. Your employment at ECS is at-will employment. No supervisor, manager or other representative or employee of ECS, other than the President/CEO, and then only in writing signed by him/her, has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

I have read and understood the job duties and responsibilities for this position and acknowledge the job description as presented

Name: _____
(Print of Name)

Date: _____

Name: _____
(Signature of Name)

Date: _____

Name: _____
(HR Signature)

Date: _____