

## JOB OPENING

Mid-Coast Family Services

OPENING DATE: FEBRUARY 17, 2017      CLOSING DATE: Position May Close Without Prior Notice

POSITION AVAILABLE: **VICTIM ADVOCATE – FULL TIME**

### JOB SUMMARY: GENERAL DESCRIPTION

This position assists with the organization's effective delivery of client and community services relating to domestic violence and sexual assault through outreach and direct client contact in service counties.

### JOB DUTIES AND RESPONSIBILITIES:

- Conducts client intakes.
- Formulates safety plans for clients in crisis.
- Provides peer counseling to clients as appropriate.
- Coordinates and conducts presentations for schools, community, professional, law enforcement and judicial groups.
- Assists with recruiting and training volunteers.
- Assists victims with Completes Crime Victim's Compensation applications.
- Assists victims with Texas SAVNS/VINE when appropriate.
- Accompanies victims to law enforcement agencies, district attorney's offices, and/or medical facilities as needed
- Participates in on-call rotation
- Serves as a resource to community members and agencies.
- Provides general information on agency services and programs, including mailing or delivering brochures and materials.
- Maintains appropriate records.
- Performs other related duties as assigned.

### EDUCATION AND TRAINING

- High school diploma or equivalent required. Bachelor's degree preferred.
- Two to three years of experience in the field of victim advocacy.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to articulate problems related to family violence and sexual assault in the community, and to suggest possible individual and programmatic solutions and alternatives.
- Working knowledge of community resources in all counties served.
- Thorough understanding of dynamics of family violence and sexual assault problems and trends.
- Ability to travel, to organize workload, set priorities, and follow through tasks to completion.
- Ability to problem solve, work independently, and to provide leadership to staff, co-workers and community resources.
- Excellent verbal and written communication skills.

- Ability to project a positive, enthusiastic and confident image; with strong interpersonal skills.
- Knowledge of all MCFS services.

SALARY: DOQ - Depends on Qualification

Applications are available at Mid-Coast Family Services 120 S. Main, Suite 310 and can be downloaded from the MCFS website. For complete details regarding the duties of this position you may request a copy of the job description from Human Resources. This position is open to any person meeting the minimum qualifications as outlined in the current job description on file in Human Resources.

MCFS does not discriminate on the basis of disability in the admission to, or access to, or treatment or employment in, its programs or activities. MCFS invites applicants to disclose any need for accommodation in the application process.

MCFS is a drug free, tobacco free work-place. Offers of employment with MCFS will be tentatively based on successfully completing and passing required screening.

Please contact Human Resources for further information.

MCFS is an Equal Opportunity Employer.