



Job Posting
210 E. Birch Ave., Suite 4
Flagstaff, AZ 86001
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www.vwscoconino.org

Founded in 1984, Victim/Witness Services was originally formed as the Impact Crisis Team and functioned solely as an advocacy program. Since then, the organization has grown to include 10 outreach and support programs. Victim/Witness Services helps hundreds of victims and witnesses each year through crisis and the criminal justice process in its entirety.

Mission: Victim/Witness Services offers compassionate support and resources to victims, witnesses and survivors of crime and crisis through effective response and community outreach.

Vision: Victim/Witness Services envisions a community where victims, witnesses and survivors of crime and crisis are not alone, but are supported by the criminal justice system, social service agencies and community members through collaboration and coordination across Coconino County. We envision services that are trauma informed, restorative, and holistic in order to empower individuals affected by crime and crisis.

Date :	October 2, 2014
Position :	Part-time Domestic Violence Advocate
Department :	Advocacy
Status :	Non-Exempt, Not benefits eligible
Closing Date :	October 23, 2014
Anticipated Start Date:	November 19, 2014
Funds :	SUBJECT TO AVAILABILITY

Nature of Work:

Under the direct supervision of the felony domestic violence advocate, provides administrative support including data entry, case review and initial client contact advanced casework of considerable difficulty providing information and services to domestic violence victims, performs related duties as required or assigned.

Essential Duties:

- Reviewing high and low lethality domestic violent police reports to prioritize and make initial victim contact and safety planning
- Reviewing Crisis Response Intake/ Referral forms to provide immediate follow-up to victims of Domestic Violence
- Provides advocacy services in coordination with the various systems VWS works with, i.e. Law Enforcement, Courts, Medical Providers, Employers, School Systems, etc.
- Assists clients in completing necessary paper work needed to access resources i.e. legal services, orders of protection affordable housing, access etc)

- Participates in rotation as staff back-up for on-call/ on-scene 24/7 crisis intervention
- Maintains a cutting edge perspective on the dynamics of Domestic Violence
- Supervise interns
- Maintains working relationships with all VWS partners

Community Relations:

- Attends meetings, seminars and conferences that relate to domestic violence and child abuse
- Participates in public awareness and outreach activities countywide
- Addresses community organizations and groups to explain the objectives of the Victim/Witness Program

Grant Maintenance:

- Tracks numbers and demographics of victims served and services provided
- Inputs data into a software program (DAMION)
- Participates in the preparation of statistical reports and program evaluations

Additional Duties:

- Prepares correspondence and other memoranda
- Other duties as assigned

Knowledge, Skills and Abilities:

Considerable knowledge of:

- Arizona Criminal and Juvenile Justice Systems
- Arizona Victims' Rights Act
- Caseload management
- Crisis Intervention
- Arizona Victims Compensation Program
- Arizona Victims Restitution Program
- Risk Assessment/ Lethality Assessment
- Safety Planning
- Evidence Based Practice
- Dynamics of Domestic Violence
- Trauma Informed Care

Working knowledge of:

- Coconino County Community Resources
- Office practices & procedures
- Business English, spelling, math, punctuation & grammar
- File and records maintenance
- Grant reporting
- Crisis Intervention Techniques
- Vicarious Trauma Prevention

Considerable skill in:

- Providing crisis intervention
- Assessing clients' needs
- The operation of modern office equipment
- Computers and computer software including word processing and databases
- Diplomacy and Professionalism

Ability to:

- Establish and maintain effective working relationships with other Victim/Witness employees, the general public, and colleagues from other agencies
- To be professional and diplomatic at all times
- Follow written and verbal instructions
- Communicate effectively verbally and in writing
- Deal impartially with individuals from various backgrounds.

Minimum Qualifications: Bachelor's Degree in Social Work or one of the social sciences or related field and a minimum of one (1) years' experience in caseload management (DV population preferred), social work, victim/witness advocacy, and/or crisis intervention or a combination of experience.

Special Requirements: Must possess and maintain a valid Arizona driver's license and have reliable transportation; must have a cell phone and be available to participate on the rotation calendar and must be able to pass an extensive back-ground check. Spanish-speaking helpful.

Hourly: \$17.00, approx. 20hrs/wk

This is a non-exempt position, eligible for overtime compensation.

***If you are interested in applying for this position please send a completed application, resume and cover letter attention Myra Ferrell-Womochil at:**

mferellwomochil@coconino.az.gov

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****Applications can be found at: <http://www.vwscoconino.org/employment/>**