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| Missoula County Logo | **MISSOULA COUNTY** **invites applications for the position of:**  **Crime Victim Advocate I** |

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| **SALARY:** | $19.52 Hourly |
| **DEPARTMENT:** | Relationship Violence Services |
| **OPENING DATE:** | 03/30/21 |
| **CLOSING DATE:** | 04/13/21 05:00 PM |
| **BARGAINING UNIT:** | MFPE-Federation of Missoula County Employees |
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| **SCHEDULING/HOURS OF WORK:** | Full time Monday through Friday |
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| **TO APPLY: Please complete all sections of the online application. In addition to a completed application please attach the following documents:**   * **College Transcripts (unofficial accepted)** * **A letter of interest** * **Incomplete applications may be disqualified** * **Complete job description available upon request to the Department of Human Resources**   **DEFINITION:** Provides advocacy and support services for primary and secondary victims of violent crimes for the Missoula County Crime Victim Advocate (CVA) Program. This position is used to train new Crime Victim Advocates to perform the full component of duties required of that position. After two years, CVA I may be eligible for advancement to CVA II based on demonstrated competencies. | |
| **REPRESENTATIVE EXAMPLES OF WORK:** | |
| (The following are intended to illustrate typical duties; they are not meant to be all inclusive or restrictive.) **ESSENTIAL DUTIES:**Assesses complex needs, including safety and other needs, for crime victims, secondary victims and other people in crisis and determines eligibility for CVA services. Provides initial crisis counseling for crime victims through phone and in-person crisis intervention and provides emotional support and education. Provides emergency legal advocacy for victims. Follows statutory guidelines to screen applicants to determine eligibility; completes and files temporary orders of protection (TOP); prepares clients for TOP hearings; and obtains pro bono legal counsel as needed. Serves as a liaison for the victim with criminal justice agencies, attorneys, medical care providers, social service agencies and other community resources. Refers client to community resources and social service agencies. Identifies gaps in services and coordinate services available to victims with other agencies. Provides support to victims during investigations including explaining the criminal justice system and legal process; providing advocacy; and acting as a liaison with appropriate criminal justice agencies. Provides ongoing support and information to victims through all stages of prosecution. . Attends legal proceedings and hearings with or on behalf of victims. Completes or assists with victim impact statements or other documents as required. Provides information on the Crime Victims’ Compensation Program and assists crime victims in completing applications for reimbursement. Assists with training for local law enforcement agencies, attorneys or other persons associated with the criminal justice system and community agencies on the CVA Program and issues of intimate partner violence and sexual assault. Promotes the visibility and accessibility of the position by attending and facilitating meetings and workshops. Provides training, community education and presentations to schools and other agencies as requested. Contributes information for grant reporting and proposals. | |
| **MINIMUM QUALIFICATIONS:** | |
| Requires a Bachelors degree.  Degrees best suited for this position include Social Work or other field with a focus on human development or advocacy. Requires three years of experience in social work, emergency services work, or work in a human services field characterized by: crisis work; work with crime victims; work with vulnerable or underserved populations, (ex: children, youth, disabled, elderly); or work in an advocacy role. Completion of specialized advocacy training, (e.g. YWCA or Crime Victim Advocate training) will satisfy six months of the experience requirement. **SPECIAL REQUIREMENT**: Must pass an extensive criminal background investigation conducted by the Missoula County Sheriff's Department. | |
| **PHYSICAL/ENVIRONMENTAL DEMANDS:** | |
| The work is primarily performed in an office setting but involves frequent walks to city and county offices. May require trips to rural areas of Missoula and Mineral counties. The work involves crisis counseling with people who have experienced violence creating the potential for significant emotional stress for the employee and possible exposure to violent incidents.  Work is performed in an office that requires safety features including panic alarms and secured entrance. | |

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| APPLICATIONS MAY BE FILED ONLINE AT: https://www.governmentjobs.com/careers/missoulacounty/  406-258-4874  [gbrown@missoulacounty.us](mailto:gbrown@missoulacounty.us) | Position #2020-00150 CRIME VICTIM ADVOCATE I |