



Job Title: Post-Conviction Victim Advocate

Status: Full-Time Exempt

Reports To: Director of Client Services

Job Summary: The Post-Conviction Victim Advocate is responsible for providing outreach and advocacy, serve as an avenue for victims to be informed and heard, and provide information and referral services for sexual assault victims, their families and other secondary victims whose offender is under supervised probation. The Victim Advocate will provide victim representation on inter-disciplinary teams and in statewide groups.

Qualifications, Knowledge, Skills, and Abilities:

- Bachelor's (preferably Master's) degree in social work, or related field.
- A minimum of 5 years' direct client experience.
- Experience working with sexual assault or other inter-personal trauma.
- Experience working with sex offenders.
- Knowledge of the criminal justice system and the probation process regarding sexual offenders
- Ability to offer emotional support and crisis management for victims of sexual assault.
- Strong verbal, written and telephone communication skills.
- Strong telephone communication skills
- Excellent inter-personal skills, and ability to actively participate on inter-disciplinary teams.
- Organizational Skills-time management skills, problem solving skills, ability to initiate and execute work responsibilities independently.
- An understanding of cultural influences on behavior in multicultural communities. Must be open to working with diverse communities.
- Bi-lingual skills in English and Spanish preferred.
- Capacity to manage flexible schedule and be able to work in the field.

Job Duties and Responsibilities:

Victim Advocacy

- Provide outreach and advocacy to victims when the offender is placed in the probation program.
- Provide information and notification to the victim, victim's family or other appropriate secondary victims about the sex offender program and facility, as well as the status and progress of the offender.
- Provide support, referrals, and resource information to the victim, victim's family or other appropriate secondary victims.
- Serve as a liaison between and/or resource for the victim, other victim advocates, therapists, probation officer, etc. as needed.
- Complete needs assessment, identify and address gaps in services, and provide case management services as needed to foster a smooth transition for the victim, victim's family or other appropriate secondary victims.
- Provide case management for newly named victims of offenses disclosed in treatment to ensure that these victims are identified, contacted, and offered services.



- Provide an avenue for victims and their families to be informed and heard.
- Assure inter-disciplinary teams are operating with a victim centered approach.
- Establish a communication link with the victim, victim's family, and other secondary victims to provide feedback from them to the unit that will assist the team in the supervision of the offender.
- Advocate on behalf of the victim with non-offending parents and family members.
- Assist with clarification and reunification when requested by victim and needed by CST/MDT.

Community Liaison

- Participate in treatment groups or staffings with offenders; specifically, on the Multi-Disciplinary Teams (MDTs) for juveniles who have committed sexual offenses and the Community Supervision Teams (CSTs) for adult sex offenders.
- Participate in state-wide groups and on Sexual Offender Management Board (SOMB) committee meetings.
- Provide victim input, representation and perspective to the treatment/supervision team.
- Provide input on how MDT's and CST's decisions may impact the victim.
- Attend other committee/community meetings as appropriate or requested.
- Develop collaborative relationship with the Probation Team and offense specific treatment providers.
- Collaborate with other agencies to provide training or informational presentations.
- Attend other community events, activities etc. as appropriate or requested.

Participation as a Staff Member of The Blue Bench

- Participate in the Hotline Volunteer, the state SOMB, and other required trainings.
- Attend staff and client services meetings, as well as other organization events and activities.
- Participate as a team member with a strong commitment to The Blue Bench's mission.
- Participate in weekly supervision with the Director of Client Services.
- Provide leadership to other PCVA position(s)
- Assist with development of policies and procedures related to post-conviction victim advocacy that is consistent with SOMB standards and ethical considerations and practices.
- Complete necessary paperwork, and enter client data on a regular basis.
- Assist in other tasks as needed.