



Example of Victim Advocate Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of victim advocate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for victim advocate

- Understanding of the military and AF FAP
- Proficient in the use of Microsoft Office© Suite and have the ability to input, retrieve, and format documentation via various database/software
- DAVAs shall have knowledge of military programs, organizations, chain of command, unit missions, life styles, and situations that contribute to family stress, problems and crisis situations
- Timely and culturally competent delivery of service in compliance with MGL 258B (Victims' Bill of Rights)
- Intake and screening, documenting case activity, and communicating with assistant district attorneys, investigators, support staff, police, collateral service providers, and court personnel
- Consult with Assistant District Attorneys throughout case
- Responsible for learning about diverse socioeconomic, racial, cultural, and ethnic populations in Berkshire County and ensuring that service delivery is reflective of their clients' unique needs
- Providing outreach, education, and training to service providers and community groups regarding victimization, victim rights, victim/witness services, and the criminal justice system
- Required to participate in regular staff meetings, individual and group supervisions
- Support victims of violence by answering a 24 hour hotline as required by the agency protocol and ensuring calls are being responded to in a timely manner

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- Solid understanding of the impact and dynamics of victimization and the diverse systems with which victims interact
 - Ability to manage multiple priorities, effectively problem solve, and build strong relationships
 - Ability to be a team player, take initiative, be self-motivated, resourceful, and flexible
 - Ability to work effectively with diverse communities and ensure a culturally relevant and sensitive approach
 - Advocacy and teaching skills
 - Minimum of five years' professional experience in direct service delivery of victim advocacy