

Voices of Hope

Job Title: Criminal Justice Advocate

Reports to: Advocacy Services Coordinator

Positions Supervised: Volunteers as assigned

Status: Full-time, hourly, non-exempt

1. Direct Service Provision

- a. Respond to law enforcement requests for advocacy.
- b. Respond to hospital emergency department requests for both domestic violence and sexual assault.
- c. Provide clients with safety planning and information about civil and/or criminal justice system.
- d. Assist victims with criminal justice partner requests for assistance.
- e. Assist victims in filling out protection orders.
- f. Assist victims with referrals for legal assistance to Legal Aid, NE Coalition to End Sexual and Domestic Violence or local attorneys when applicable.
- g. Accompany victims to court proceedings.
- h. Assess the need for additional services and make appropriate referrals including shelter, legal assistance, financial assistance, and counseling.
- i. Contact victims by appropriate method from Incident Reports from LPD and LSO.
- j. Provide direct services, in-house, for clients who use drop-in services, assessing their needs and offering the appropriate service.
- k. Share responsibility with other staff for Staff on-call coverage.

2. Communication and Outreach

- a. Provide consultation for staff on topics that relate to the justice systems.
- b. Participate in communication and outreach with law enforcement and legal parties as needed.

3. Training/Supervision

- a. Assist in providing volunteer training sessions as they relate to the justice system.

4. Stats/Administrative Documentation

- a. Complete appropriate paperwork for each client.

- b. Assist in agency data collection and compilation of monthly statistics.

5. Agency Citizenship

- a. Attend staff meetings, case reviews and staff development meetings.
- b. Perform other duties as assigned.
- c. Acknowledge and abide by the rules, policies and procedures of VOH.

QUALIFICATION: The ideal candidate will have a bachelor's degree in social work, counseling, criminal justice or a related field or equivalent experience. The candidate must also have experience working with survivors of relationship violence and sexual assault as well as experience working with the justice systems.

TO APPLY: Submit a cover letter, resume, and three references to: Voices of Hope, 2545 N St., Lincoln, NE 68510. ATTN: Criminal Justice Advocate Selection Committee. Applications will be reviewed on **August 6th, 2021**. Position will be opened until filled.