



POSITION/TITLE: VICTIM SERVICES COORDINATOR

REPORTS TO: DIRECTOR OF VICTIM SERVICES AND TRAINING

POSITION STATUS: FULL TIME/NON-EXEMPT

POSITION OVERVIEW:

Responsible for assisting the Executive Director and the Director of Victim Services and Training in the continuing development and implementation of the organization's direct services program.

ESSENTIAL JOB FUNCTIONS:

Advocacy – Region 4 – Snohomish County

- Provide direct assistance to crime victims, their families and friends, and the community via telephone and in-person contacts
- Offer emotional support, resources, referrals and assist with typical struggles created by victimization
- Provide information and referral services to victims/loved ones regarding other agencies, counselors, legal services, medical services, support groups and shelters. Responsible for maintaining up-to-date resources
- Provide follow-up and ongoing contact with clients
- Assist with filing for Crime Victims Compensation, writing Victim Impact Statements, and enrolling in Victim Witness Notification Program
- Coordinate and facilitate agency approved peer support group model for crime victims
- Maintain accurate records on all client contacts. Complete required statistical information
- Advocate on behalf of victims and survivors within the criminal justice system
- Act as a liaison between victim/family and the media, prosecutors, Crime Victims Compensation to include courtroom advocacy for pre-trial, sentencing, post-sentencing and appeals
- Provide support and back-up to all direct service regions we serve – King, Island, Snohomish, Skagit, and Whatcom Counties
- Other duties as assigned

Outreach and Education – Region 4 – Snohomish County

- Collaborate with stakeholders in the criminal justice system and social services agencies to include all regional partners
- Attend and/or facilitate community meetings regarding victim issues
- Identify underserved populations of crime victims in community and explore means to provide information
- Represent VSS at community and professional events, speaking on behalf of the agency to increase awareness of victimization and VSS services in conjunction with the Community Outreach and Education Specialist
- Promote awareness of services for crime victims

QUALIFICATION and SKILLS REQUIREMENTS

- Bachelor's degree or equivalent work experience in Social Work, Psychology, or Criminal Justice preferred
- Ability to perform public speaking
- Experience in establishing professional and well organized communication with partner agencies, community and business leaders
- Work as effective team member
- Demonstrate professionalism and represent the organization to the highest degree of excellence

- Ability to build rapport with diverse population
- Ability to multi-task
- Detail oriented, adaptable, organized and able to successfully manage multiple projects and tasks
- Excellent verbal and written communication skills
- Computer skills, especially in Word, Excel, PowerPoint and Publisher

Other: Must comply with agency requirements of strict client confidentiality; professional ethics and agency policies and procedures. Must participate in the following but not limited to: staff meetings, trainings (travel often required), fundraising events, community fairs, outreach efforts, and other events as directed by Administration.

CONDITIONS OF EMPLOYMENT:

- Valid Washington State driver's license, insurance and automobile
- Pass a Washington State Patrol Background Check
- Complete 40-hour Core Advocacy Training
- Participate in agency required annual training
- While performing the duties of this job the employee will be required to sit for periods of time
- Standing, walking and bending are required movements. The employee will occasionally need to lift approximately 10 lbs

SALARY RANGE:

\$18 TO \$22 PER HOUR