



POSITION/TITLE: Victim Services Coordinator – Region 1 (King County – Seattle, WA)

REPORTS TO: Executive Director

POSITION STATUS: Full Time/Non-Exempt

POSITION OVERVIEW:

Responsible for assisting the Executive Director in the continuing development and implementation of the organization's direct services program to victims of crime in King county. The Victim Services Coordinator (VSC) position is funded through a grant from the Office of Crime Victims Advocacy and provides advocacy services to victims of non-domestic violence and non-sexual assault crimes and their loved ones, including assessment of victim needs, criminal justice system orientation, and referral to community resources, with a special emphasis on outreach activities throughout King county. Victim Support Services (VSS) believes in providing compassionate and victim-centered services that are culturally competent and linguistically appropriate to all individuals. VSS is dedicated to ensuring that victims of crime and/or the loved ones of crime victims are treated with respect and dignity, receive the best care from personnel, and highest quality information and referral assistance.

ESSENTIAL JOB FUNCTIONS:

Advocacy Services:

- Provide direct assistance to crime victims, their families and friends, via telephone, virtual meetings 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
- 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 warm referrals to callers when appropriate, connecting them with partnering agencies

Outreach/Community Services:

- Collaborate with stakeholders in criminal justice system and social services agencies to include 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
- Distribute materials at community gathering places to ensure visibility to those individuals hurt or harmed by crime
- Work with third party providers to obtain appropriate services for the clients
- Promote awareness of services for crime victims
- Network and maintain contacts with representatives of other victim service providers to ensure continuity of services
- Help coordinate and execute client events

Administrative Duties/Documentation/Data Collection:

- Maintain accurate and up-to-date files and documentation for complete and timely reporting
- Document client/case information in accordance with agency policies
- Enter data into InfoNet reporting system, ensuring all direct services cases are inputted no later than required agency and OCVA deadlines
- Work with other VSS personnel and Executive Director to monitor, evaluate and improve program performance to most effectively meet client needs
- Maintain confidentiality of client information
- Attend program and staff meetings and training
- Other duties as assigned by Executive Director

MINIMUM REQUIREMENTS:

- Bachelor's Degree in Human Services, Criminal Justice/Criminology, Social Services or related field equivalent combination of experience, education, and training
- Must demonstrate knowledge of crime victim issues, grief and trauma issues, the criminal justice system, and community resources
- Excellent organizational and communication skills, both oral and written
- Possess problem-solving and critical-thinking skills
- Participation as a team player and sensitive to issues of diversity
- Experience in public speaking and training presentations
- Organized, efficient, and ability to multi-task
- Effective coordinator of projects and able to delegate tasks so projects are completed in a timely manner
- Ability to work independently, prioritize tasks and meet deadlines with solid organizational, and analytical skills
- Deal courteously, professionally and tactfully with internal and/or external partners, agencies and the public
- Comply with all agency policies and procedures to maintain strict ethical, confidential, and professional behavior
- Share organizational values and culture
- Must comply with state mandated training and continuing education requirements
- Ability to maintain confidentiality of sensitive information

- Computer knowledge of MS Office products, email systems and learning new software programs

CONDITIONS OF EMPLOYMENT:

- Valid Washington driver's license, insurance, and automobile
- Washington State Background Check
- National Sex Offender Registry Check
- Complete 40-hour Core Advocacy Training
- Must be able to provide services in both Skagit and Whatcom counties
- Participate in agency required annual training
- Ability to lift and/or move equipment up to 25lbs, must be able to sit long periods of time, and able to bend squat, kneel, and reach out and above shoulders

SALARY RANGE:

\$19 - \$22 hourly, DOE

HOW TO APPLY:

Email applicants@victimsupportservices.org, or apply on Indeed. Only individuals who submit a cover letter and resume will be considered. Applications will be reviewed immediately upon receipt.