**Position**:  Victim Advocate

**Requirements**:  Minimum Bachelor’s Degree in Social Science field or Criminal Justice, or equivalent experience in working with crime victims.  Experience is preferred in the fields of knowledge in case management, victimization issues and the criminal justice system.

**Scope**:  This full-time position is responsible for provision of direct services to victims of crime in the Callaway County Prosecuting Attorney’s Office.  The position will require outreach, liaison with local criminal justice entities, and collaboration with community resource providers.

**Knowledge and Skills**:

•             Excellent written and verbal communication skills

•             Thorough understanding of criminal justice system and ability to explain criminal justice procedures

•             Collaborative approach for work within the community

•             Skilled crisis responder and a demonstrated understanding of trauma

•             Motivated self-starter

**Responsibilities:**

•             Positive working relationships within the Prosecuting Attorney’s office.

•             Initiate contact and establish working relationships with existing community service providers.

•             Provide direct services to victims consistent with grant program standards and statutory requirements listed in RSMO 529.209 and adhere to the Professional Code of Ethics for Victim Service Providers.

•             Maintain documentation of victim contacts, service provision, website/email contacts, and calls through an automated case management system.

•             Complete program evaluation documentation on time and as required.

•             Complete monthly statistical and personnel documentation on time and as required.

•             Maintain commitment to all program objectives.

•             Follow and adhere to all policies and procedures established by the Callaway County Prosecuting Attorney.

                     Establish and maintain a collaborative working relationship with the Missouri Office of Prosecution Services Statewide Victim Advocate Coordinator.

                     Maintain status as an Application Assistance for the Missouri Safe at Home Program and provide assistance to victims in need when necessary.

•             Other duties as assigned.

**Salary**:  $32,000.00 per year, plus all benefits provided to Callaway County employees.