



Next Step Ministries

Victim Advocate Part-time position

Job Title: Victim Advocate

Reports to: Executive Director

Responsibilities

- Provide SafePlace services to court, residential and justice center clients
- Attend court in Forsyth County as needed where domestic violence cases are noted on the docket.
- Accompany clients to court related proceedings as requested
- Utilize trauma informed, crisis intervention and client centered approach when assisting clients.
- Provide safety planning and Victim's Compensation information to all clients.
- Develop and maintain working relationships with law enforcement, prosecutors, judges, and court personnel.
- Provide relevant resource information including safety cards and brochures.
- Make referrals for victims of abuse to appropriate agency and community resources (e.g., support group, help line, etc.).
- Educate clients about the dynamics of domestic violence and sexual assault.

Collect and Maintain Information

- Collect and/or copy court file, including police report, case action summary, complaint, arrest report, incident report and other pertinent information, per individual court procedure, while in court.
- Gather court dockets and DV information prior to court date.

Provide Resource Referrals

- Work with other professionals to provide clients with relevant resource referrals.
- Follow up with clients and staff to coordinate the receiving of resources.
- Develop relationships and secure new sources for resources from community based programs and service providers.

Pursue Professional Development

- Attend staff development trainings as requested by Supervisor.
- Attend staff meetings and Victim Advocate meetings.
- Participate in online domestic violence related webinars as available when time permits.

Other

- Other duties as assigned.

### Knowledge, Skill, Abilities and Other Attributes Required

- Previous employment or volunteer work in human services with community agencies or other related non-profit organization is preferred.
- Knowledge of and sensitivity to issues of domestic Violence and sexual assault.
- Excellent verbal and written communication skills.
- Typing and data entry skills.
- Ability to work as a team member and independently.
- Ability to adapt easily to changes in daily schedule
- Ability to build and maintain professional relationships throughout several communities.
- Willingness to work some nights and weekend hours or on an emergency basis.
- Willingness to travel throughout service area.
- Bilingual (Spanish/English) is a plus.
- Must pass a criminal background check.
- Must obtain and maintain CPR certification.

### Minimum Qualifications

- Bachelor's degree required in human services or related field.
- Vehicle, reliable transportation, insurance and valid driver's license.
- Knowledge and ability to use Microsoft Office, Windows 10 and above with accuracy.
- Physically capable of doing general office work.

### Hours

- Hours will vary during the week.
- Emergencies as needed.

### To Apply

- Email cover letter, resume, and three employment references to Patty Sorrells [executivedirector@nextstepdv.org](mailto:executivedirector@nextstepdv.org).

Next Step Ministries is an equal opportunity employer and service provider.