

## **Victim Advocate Job Description**

Reports To: Executive Director

Training: 20-hr Crisis Counseling/Dynamics of Domestic Violence and Sexual Assault Training Offered by REACH of Macon County.

### Project Work Description:

- Provide direct client services including intakes, supportive counseling, accessing needs, information and referrals, goal setting, case management, and some transportation as needed.
- As needed, assist Court Advocate in providing information, accompaniment, Victim Compensation assistance and other court advocacy duties.
- Assists in the development and implementation of all project activities, with a focus on victim services.
- Facilitates coordination of community collaboration on behalf of this project.
- Assists in the research, development, and distribution of informational and outreach materials specific to victim services.
- Receives training and education of project staff to ensure knowledge of best practices in providing services and development of policy and procedures in working with victims.
- Assists in the training and utilization of project volunteers.
- Provides direct client services including hotline coverage, crisis counseling, information/referrals, victim's compensation assistance, and peer support group.
- Responsible for the documentation of client files, statistics, and other necessary programmatic information as requested.
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### Skills/Qualifications:

- Friendly and patient personality
- Able to follow instructions
- Strong management and leadership skills.
- Able to work independently
- Human relations/social service skills a plus
- Supportive and understanding of the philosophy and mission of REACH of Macon County.

*The Mission of REACH of Macon County is to eradicate domestic violence and sexual assault in our community through prevention, intervention, and educational services.*