

JOB OPENING ANNOUNCEMENT

Job Title: Crime Victim Advocate

Reports To: Chief Prosecutor

Department: Prosecutor's Office

Job Vacancy: YAN-23-015

Status: Full-Time; Exempt (**Grant Funded**)

Starting Wage: DOE

Opening Date: 2/13/2023

Closing Date: 2/28/2023

POSITION DESCRIPTION: Assist victims of crime by providing a full range of services including: crisis intervention, emergency assistance, and continued support throughout the criminal justice process. This position is also subject to working non-standard hours, on any shift, and any day of the week as on-call.

QUALIFICATIONS:

- Associates Degree in Criminal Justice and Community Services; but prefer a Bachelor's Degree in Social Work, Criminal Justice, Behavioral Health, or closely related fields; and
- Minimum of two years, full-time work experience with community-based domestic violence or victim assistance programs.
- Some to considerable knowledge of: criminal justice system; crisis intervention practices; trauma and the effects of trauma; interviewing; community resources; violent crime victimization; victims' rights and advocacy techniques; and basic case record-keeping practices.
- Working ability to: communicate effectively with victims, witnesses, and the public; coordinate and maintain effective working relationship with various agencies and individuals; identify and seek out people who may qualify for victim assistance; interpret and explain procedures and process.
- Must have a valid Arizona Driver's License, be insurable with the Nation's auto insurance policy, and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Provides crisis intervention, emergency assistance, and community referrals to victims of crimes; accompanies law enforcement to the scene when there has been a report of domestic violence or sexual assault;
- Investigates and responds to cases referred for domestic violence and/or sexual assault or other crimes at the victim(s)' request; conducts informal interviews and gathers information as needed to assist the victims through the judicial system;
- Provides support to victims and their family during interviews with law enforcement officers, attorneys, and court personnel;
- Coordinates efforts with victims and their family to ensure continued safety and provision of available services;
- Assists with applications for state victim compensation funds by obtaining required information and documents, filling out and processing necessary forms, and following the state case through the payment of bills;
- Explains to the victim their rights and options within the criminal justice process;

- Accompanies victims of crimes to court proceedings for appearance or testimony, as requested;
- Confers with law enforcement officials and prosecutors on the status of cases;
- Works with the Department of Social Services to ensure safety and adequate housing for victims and their family, as appropriate;
- Assists with the preparation of temporary orders of protection, reimbursement claims, and other processes designed to assist and protect the rights of victims;
- Provides transportation to and from services when necessary;
- Notifies the victim of any changes in case status, and routinely provides information such as charges filed, terms and conditions of probation, and release date;
- Makes field visits to stay in contact with the victim;
- Assists with writing victim impact statements;
- Initiates and maintains case logs, documents case activities, compiles statistical data and summaries; and prepares statistical and operational reports as requested by the supervisor, and/or funding sources;
- Maintains confidentiality of record-keeping;
- Promotes rights of victims through community presentations and outreach to inform community members of available services;
- Participates in extensive training as needed and available;
- Attends and participates in Community Coordinated Response Team meetings; and
- Performs other duties as assigned.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**