Position Announcement: Victim Services Specialist

The Victim Services Specialist (VSS) performs a variety of tasks in support of the Immigration Assistance Program (IAP) and focused upon victim services which includes, but is not limited to: emotional and mental health support; case management; safety planning; resource referrals and facilitation of access to services; helping victims seek and, where applicable, receive compensation/restitution; work with law enforcement to advocate for victims and assist in apprehending/convicting perpetrators; advocating for victims; assisting with housing, benefits, etc. The VSS may be asked to perform other duties as assigned by the Director of IAP and/or the Executive Director.

ESSENTIAL FUNCTIONS AND BASIC DUTIES:

1. Client Case Management and Emotional and Mental Health Support – Weight: 60%
   Standards: Provide case management and emotional and mental health support to IAP clients who are victims of crime. Design and implement a plan for initial case management, and long-term care. Provide referrals for clients for resources needed, and assist clients with gaining access to services for which they qualify.

2. Community Outreach – Weight 20%
   Standards: Assist the IAP Director with planning outreach events in the community. Provide referrals as appropriate to individuals seeking assistance. Build and maintain relationships with local law enforcement and other victim services advocates to ensure communication and collaboration and better inform clients.

3. Participate in Trainings & Conduct Research – Weight: 15%
   Standards: Attend trainings and workshops related to evidence-informed victim services and principles and competencies of trauma informed care. Maintain and increase knowledge of policies for victim services through daily reading (email listservs, publications, etc.) and participation in webinars, staff meetings, and periodic offsite training.

4. Administrative and Other Duties as Assigned – Weight: 5%
   Standards: Provide periodic reports to IAP Director and/or administration on services being provided.

Qualifications:

1. Education: Bachelor’s degree in social work, psychology, or related field.
2. Experience: 1 yr. work or training in case management, preferably in non-profit sector and in a field related to legal services or social work
3. Licenses: LSW preferred
4. Skills/Abilities: Bilingual (Spanish) required; Proficient in Microsoft Office programs and general computer use, case management skills, ability to communicate with all types of clients, possess cultural competency and cross-cultural communication skills, strong organizational skills, attention to detail.

Job Status: Full-time (non-exempt), contingent upon grant funding.

Reports to: Director of the Immigration Assistance Program

Application instructions/deadline: Applications will be accepted on a rolling basis. To apply, please send cover letter, resume, and three (3) references to aallen@ccsnn.org and include in the subject line: Victim Services Specialist.