

URBAN LEAGUE OF BROWARD COUNTY
Job Vacancy Posting

Position Description

Title: **Victim Advocate**
Supervisor: Division Manager
Division/Program: Community Justice/Victim of Crime Act (VOCA)
Revision Date: November 2023

SUMMARY:

The **Victim Advocate** is primarily responsible for the effective implementation, management, and evaluation of the program. Responsibilities include providing youth with personal advocacy/accompaniment, emotional support, connecting youth crime victims to available resources as well as assisting youth with filling out crime victim related forms. The Victim Advocate Coordinator will build or enhance partnerships and coordination among community-based organizations, justice agencies, educational institutions, and churches to develop local strategies for education and prevention.

Core Duties and Responsibilities:

Program Management:

- Responsible for program regulations and requirements, goals and objectives, operational and reporting procedures to facilitate adherence to contract parameters.
- Reviews and develops a working knowledge of regulations and guidelines that apply to the contract.
- Establish effective outreach, education, and engagement strategies that meet the specific needs of the groups or populations being served.
- Manages all incoming telephone calls for the VOCA program.
- Assesses calls for client eligibility and make appropriate referrals.
- Conducts one-on-one counseling to eligible clients in the VOCA services program and schedules appointments.
- Prepares client files.
- Develop comprehensive approaches that expand and enhance strategies—including resources, tools, policies, and procedures—to prevent and respond to crime victims.
- Work with the Division Manager to establish practices and activities that include the role community can play in eliminating crime.
- Submits required programmatic paperwork, reports and assignments as requested in a timely fashion.
- Promote trauma-informed services and outreach materials that foster community resiliency and address the specific needs of crime victims.
- Ensures contract compliance and that the project operates within the established contract/grant goals and/or Urban League's goals.
- Develops systems for collecting and evaluating data for policy and program development.
- Researches and develops new problem-solving opportunities for agency consideration to respond to needs. (i.e., organizational, program, community)
- Serves as liaison to other community-based agencies, governmental entities, and institutions to further the goals of the Urban League via collaborations and partnerships.
- Implements and manages special projects as assigned.
- Researches and advises the immediate supervisor of needs, trends, and issues within program areas and recommends activities and strategies to address them.
- Perform other related duties as assigned.

Education/Experience and Requirements

- Bachelor's Degree required in the field of criminal justice, counseling, social work, education, sociology, psychology, or related human service field.
- At minimum, 2 years of direct service case management experience, preferred.
- Detailed knowledge and experience in job related responsibilities.
- Ability to work some evenings and weekends.
- Ability to express ideas clearly in both written and oral communications.
- Proficient in time management to fulfill all tasks in a timely manner adhering to program guidelines and supervisory expectations.
- Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities.
- Must be computer literate with familiarity utilizing Microsoft Office.
- Must have excellent organizational skills.
- Must have excellent presentation skills.
- Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.
- Positive and team-oriented attitude.

Other

- Must have a valid Florida driver's license and reliable transportation.
- Must pass drug screening a Level 2 background fingerprinting.

Submit Cover Letter and Resume to: HIRING@ULBCFL.ORG

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER