Victim Advocate Coordinator
Job Description & Duties

Requirements: Minimum Bachelor’s Degree in Social Science field, knowledge in case management, victimization issues, criminal justice system and the supervision of others. Experience with these issues is preferred. Experience as a prosecutor-based victim advocate is preferred. Grant writing experience is preferred.

Scope: This full-time, grant-funded position will be based in the Missouri Office of Prosecution Services and will be responsible for managing the Missouri Association of Prosecuting Attorneys Circuit-Based Victim Advocate Project and coordinating the victim advocates associated with that project. This full-time position will also be responsible for provision of direct services to victims of crime in the underserved counties of Missouri through outreach, liaison with local criminal justice entities, and collaboration with community resource providers. 50% of this position will be dedicated towards providing direct services to victims of crime and 50% will be dedicated towards the coordination of Circuit-Based Victim Advocate and volunteers.

Knowledge and Skills:
- Excellent written and verbal communication skills
- Thorough understanding of criminal justice system and ability to explain procedures of the identified circuits
- Collaborative approach for work within the communities
- Skilled crisis responder and demonstrated understanding of trauma
- Motivated self-starter
- Knowledge of Missouri and ability to travel across the state

Responsibilities:
- Initiate contact and establish working relationships with Prosecuting Attorneys’ offices in the underserved counties.
- Initiate contact and establish working relationships with existing community service providers in the underserved counties.
- Provide direct services as listed, but not limited to, in the Missouri Department of Public Safety Standards for Sub-grantee Programs, all program standards and statutory requirements listed in RSMO 529.209, and adhere to the Professional Code of Ethics for Victim Service Providers.
- Coordinate Circuit-Based Victim Advocates and Volunteers providing direct services to victims of crime
- Review work, counsel and advise Circuit-Based Victim Advocates and Volunteers as necessary
- Provide training and technical assistance to all Circuit-Based Victim Advocates and Volunteers
- Maintain documentation of victim contacts, service provision, website/email contacts, and calls through the MOVA 800 toll free number.
- Complete program evaluation documentation as required.
• Complete monthly statistical and personnel documentation for the Statewide Victim Advocate Project and Circuit-Based Victim Advocate Project as required.
• Prepare monthly survey forms and any evaluations
• Maintain commitment to the mission of MAPA and MOPS and all program objectives.
• Follow and adhere to all policies and procedures established by MAPA and MOPS.
• Other duties as assigned.

Salary and Benefits: $50,000 annual salary, plus fringe benefits through the State of Missouri.

Applications should include a cover letter, a resume with three references, and a writing sample of a previous grant application prepared by the applicant, and directed to MOPS Victim Advocate Coordinator Position, P.O. Box 899, Mexico, MO 65265. The posting will remain open until the position if filled.

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