



## Mineral County Sheriff's Office Creede, Colorado

### **Victim Advocate Coordinator**

**Approx \$544 per month**

**Close Date:** Continuous

### **Scope:**

This part-time, grant-funded position will serve as the Victim Advocate Coordinator for the Mineral County Sheriff's Office (MCSO) and will be responsible for managing the MCSO Victim Advocates (VA) team. This department head position will be coordinating the volunteer Victim Advocates associated with the MCSO. Additionally, this person will also be responsible for provision of direct services to victims of violent crime in Mineral County 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 training and coordination of MCSO volunteer Victim Advocates and MCSO Deputies.

### **Summary:**

The MCSO VA Coordinator will:

- Provide comprehensive assistance and liaison to and for victims of violent crimes; and to educate MCSO personnel regarding the most effective responses to violence on behalf of victims and at-risk family members.
- Work with victims of crimes and be an advocate for their rights and assist them as necessary.
- Respond to on-scene calls, follow up with victims, provide services and complete data reports.
- Provide crisis intervention and comfort to victims and witnesses of crime and trauma.
- Assist victims while being interviewed by Deputies.
- Refer victims and witnesses to supportive agency programs.
- Serve as liaison between agencies and follow-up assistance to address victims' needs.
- Assume on-call status to provide services 24-7.

### **Knowledge and Skills:**

- Excellent written and verbal communication skills.
- Knowledge of Law enforcement procedures and processes to assist victims.
- Work with trauma victims.
- Motivated self-starter.
- Work independently or in a team.
- Engage in continuing education and professional development activities.
- Maintain confidentiality.
- Computer skills, including record keeping as required.
- Work in a variety of environments where a victim may be.
- Travel throughout Mineral County.
- Model positive behavior.



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### **Responsibilities:**

- Initiate contact and establish a working relationship with the 12<sup>th</sup> Judicial District Attorney's office and the San Luis Valley Victim Response Unit.
- Initiate contact and establish working relationships with existing community service providers.
- Coordinate MCSO Victim Advocates providing direct services to victims of crime.
- Review work, counsel and advise MCSO Victim Advocates as necessary.
- Provide training and technical assistance to all MCSO Victim Advocates and Sheriff's Deputies.
- Maintain documentation of victim contacts.
- Complete program evaluation documentation as required.
- Complete and submit monthly timesheets.
- Follow and adhere to all policies and procedures established by Colorado Victim Rights Act.
- Ability to follow policies and procedures of the County and the Sheriff's Department.
- Other duties as assigned.

### **Required Qualifications:**

- High School Diploma
- Colorado Driver's License required
- Must be 21 years of age or older
- Mineral County Resident
- Pass background check

Applications are available from Mineral County Human Resource office at 1201 N. Main Street, Creede or at 719-658-2331 or at [mineralcounty.colorado.gov/job-postings](http://mineralcounty.colorado.gov/job-postings). Please turn in all applications to the Mineral County Sheriff's Office.

*It is the policy of Mineral County Sheriff's Office not to discriminate based on race, sex, color, national origin, ancestry, citizenship, religion, age, physical or mental disability, medical condition, sexual orientation, gender identity or expression, marital status, veteran status, or any other protected basis is unlawful under federal and state law.*