

## **Office of Victim Services (OVS) - Victim Advocate**

The Blackstone Valley Advocacy Center is a non-profit organization providing comprehensive services to victims of domestic and sexual assault.

### **Job Summary:**

It is expected that the candidate will work as a Victim Advocate and will act as the RI Department of Correction's liaison to the RI-VINE system and to the Victim Portal. The Victim Advocate will be available during the workday (Monday – Friday, 8 a.m. to 4 p.m.) to respond to questions from victims, victims' families, and victim organizations. The Office of Victim Services (OVS) will serve as a resource to assist individuals who need further help utilizing the RI –VINE and Victim's Portal for information. The OVS Victim Advocate will also be a resource to law enforcement/corrections professionals on domestic violence and sexual victimization issues by providing information and training staff, attending staff meetings, and assisting with victim advocacy when needed.

The Victim Advocate will serve as a resource to those victims of crime who interface or are impacted by offenders on the caseload with probation and parole. The advocate will provide safety planning, resource and referral information, advocacy, outreach, and education. The advocate will be able to offer assistance to victims of crime, especially as the offenders are being released into the community.

### **Principal Duties and Responsibilities:**

- Develop safety plans with victims specific to their needs and in relation to the behavior of their offender;
- Provide referrals to services provider, specific to the victim's needs;
- Ongoing case management as necessary;
- Utilize databases such as victim's portal, RI judiciary, DOC, and VINE to educate and empower victims;
- Utilize safety assessment tool and communication with pre-trial services to assess risk level and prioritize cases;
- Be available throughout working hours to answer questions and provide information;
- Coordinate and maintain RI-VINE notification system and victim's portal;
- Develop and administer ongoing training of the VINE Program for DOC staff and professional members of the community; and
- Provide comprehensive service data on a monthly, quarterly, and yearly basis.

### **Skills and Abilities Required:**

- A high level of interpersonal skills to assist victims and to deal effectively with all segments of the community;
- Organizational and analytical abilities to deal with difficult human and administrative problems;
- An understanding of issues related to sexual assault, sexual abuse, and domestic violence;
- Ability to deal effectively in stressful situations and to handle crisis as they arise;
- Bachelor's degree required; and

- Bilingual English/Spanish preferred

This job description is intended to describe the general nature and level of work performed; the Principal Duties and Responsibilities are a representative, but not exhaustive, list of duties performed.

The Blackstone Valley Advocacy Center is an Equal Opportunity Employer. The organization does not discriminate against a volunteer, an employee, or applicant for employment of conditions or opportunities for employment based on race, color, religion, gender, sexual orientation, gender identity or expression, disability, age or country of ancestral origin.

**Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Vision insurance
- Life insurance
- Paid time off

**Job Type:** Full-time

**Salary:** \$42,000 annual