

Job Posting October 18, 2018

Victim Advocate (Bi-Lingual)

Las Cruces, New Mexico

NM Victim's Rights Project (under the DWI Resource Center)

Send cover letter and resume to: info@dwirc.org

Position Summary: Provides support to victims of all violent crime by assisting them in asserting their rights in the criminal justice process. Performs related follow-up and records management tasks. Organized, dependable, and sensitive in dealing with trauma. **Able to work effectively with team, including outside community providers.**

Victim advocate will assist individuals who have been the victims of crime in the southern part of New Mexico. Advocate will be based in Las Cruces, New Mexico and travel to the identified areas in the southern part of New Mexico as needed.

This a part-time contractual position.

Knowledge and skills required:

- Ability to listen is key, as well as a strong sense of compassion and empathy for clients
- Ability to identify problems and participate in team problem-solving efforts, along with advocacy skills.
- **Organized, dependable, and sensitive in dealing with trauma**
- Knowledge of court procedure is a must.
- Knowledge of community resources and ability to make appropriate referrals
- Skill in serving as a liaison between victims and legal agencies.
- Good public relations skills for forming collaborative partnerships with other service providers and agencies.
- Good organizational skill for managing tasks over a broad geographical area.
- Ability to assist and participate in victim's rights training and consultation.
- Ability to learn quickly and retain new material.

Minimum Qualifications: Associates degree and direct victim services care experience. **Must be able to navigate computer system including Skype and complete paperwork timely and efficiently.** Candidate must possess a valid New Mexico Driver's License in good standing, current auto insurance, with their own vehicle.

Preferred Qualifications: Certified Victim Advocate Credentials or Bachelor's Degree, **Bilingual (English/Spanish).**