



Serving crime victims in Lincoln, Lyon, Murray,  
and Redwood Counties of  
Southwest Minnesota since 1981.

[www.newhorizonscrisiscenter.org](http://www.newhorizonscrisiscenter.org)

Prevention & Professional Education • General Crime  
Parenting Time • Sexual Assault

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NEW HORIZONS CRISIS CENTER (NHCC) IS AN EQUAL OPPORTUNITY EMPLOYER AND EQUAL OPPORTUNITY PROVIDER.

#### Equal Employment Opportunity Statement

It is the policy of New Horizons Crisis Center (NHCC) to provide equal employment opportunity for all, without discrimination on the basis of ancestry, family or medical care leave, gender identity or expression, genetic information, medical condition, political affiliation, protected veteran status, race, color, creed, religion, national origin, sex (including pregnancy), marital status, status with regard to public assistance, disability, sexual orientation, familial status, age, or any other characteristic protected by applicable laws, regulations, and ordinances.

#### POSTING

**STARTING WAGE:** \$19.50 per hour - Depending on education, knowledge, experience, and skills. Benefits include, but are not limited to: employer paid health insurance, paid time off, personal leave, paid holidays, retirement plan/match - optional, and life insurance benefits (benefits are pro-rated for .8 FTE).

To apply, please submit your letter of interest, resume, and completed NHCC application (<https://www.newhorizonscrisiscenter.org/pdf/NHCC-Employment-Application.pdf>) - all three of the requested items are required in order to be processed as an application - to NHCC's Executive Director. Position open until filled. Your application can be submitted by mail or in person (349 West Main St., Suite 3, Marshall, MN 56258) or e-mail ( [carrieb@nhccmn.com](mailto:carrieb@nhccmn.com) ).

**People of color and people representing underserved communities are encouraged to apply.**

Thanks for your interest!

#### New Horizons Crisis Center Job Description

**POSITION TITLE:** Crime Victim Services Coordinator – for Murray County (10% VOCA / 90% State)

**POSITION CLASSIFICATION:** 32 hours per week/.8FTE/Full-Time

**SALARY CLASSIFICATION:** Non-exempt

**SUPERVISOR:** Crime Victim Services (CVS) Program Manager

**BENEFITS INCLUDE:** Employer-paid health insurance, life insurance, paid time off, 2 personal leave days annually, 12 paid holidays annually, and SIMPLE retirement plan/match – optional (benefits are pro-rated for .8 FTE).

**POSITION PRIMARY PURPOSE:** The primary purpose of the position is to provide Sexual Assault and General Crime victim advocacy services – with advanced education and skills in general crime advocacy response; provide community education and outreach activities; and partner with other agencies to coordinate services, develop victim sensitive policies, and procedures, and enhance the overall response to victims of crime in Murray County.

**MINIMUM QUALIFICATIONS:**

- Education or experience in criminal justice, social services, or similar field in advocating for victims.
- An understanding of the dynamics of victimization.
- Believes in the mission, goals, and services of NHCC, and committed to serving people in need.
- Adherence to policies concerning data privacy and mandated reporting.
- Non-discrimination and acceptance of the population served.
- Ability to work independently.
- Must successfully complete a criminal history background check.
- Must possess and maintain a valid state driver’s license and poses or have access to an insured reliable vehicle.

**PREFERRED QUALIFICATIONS:**

- Experience in advocating for victims.
- Completed 40 hours of sexual assault victim assistance training / sexual assault victim advocacy certified.
- Experience or knowledge in coordinating / facilitating multidisciplinary teams.

**JOB SUMMARY:**

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

**1. Advocacy Responsibilities:**

- Works with program participants (in person or on 24-hour crisis line) to provide the advocacy and support necessary for them to deal with the emotional, physical, social, and financial effects suffered as a result of a crime.
- Provides crisis intervention services and for the personal safety and emotional support of clients.
- Provides educational and outreach programs and activities.
- Assists clients in the completion of necessary documentation/paperwork to obtain systems services.
- Provides legal advocacy for clients by: a) providing information about Orders for Protections and Harassment Restraining Orders; b) explaining legal terms/proceedings; c) providing information about reparations and restitution; d) assists with the preparation of victim impact statements; e) preparing clients for court; and f) providing follow-up services for clients through agency employees if and when necessary.

- Provides medical advocacy by providing support during evidentiary exams and acts as a liaison between the client and medical personnel when requested.
- Networks with other community agencies and groups to coordinate services for clients when requested.
- Fills in for other staff to ensure adequate support and coverage for agency programs, services, and 24-hour crisis line.
- Makes a written record of client contact and information.
- Maintains client confidentiality and reporting criteria as defined by law.

## **2. Murray County Coordinator Responsibilities:**

- Coordinates with systems and community partners to develop and implement effective, victim-centered policies and procedures.
- Maintains leadership support for systems and community partners.
- Partner with systems and community partners in order to promote cooperative services.
- Provides community education and outreach activities.
- Ensures compliance with Office of Justice Programs standards for Sexual Assault and General Crime Community Advocacy Programs.
- Works to complete all program goals and objectives as written in grants for the program.
- Maintains a filing system and database to keep track of victims served and services conducted.
- Assists with evaluation of the program and writing goals for continuation of the program.
- Completes timely grant reports for the program.

## **3. General Crime Victim Advocacy Specialist:**

- Seeks advanced/specialized education and training in general crime (homicide, elder abuse, identity theft, etc.).
- Provides assistance and training to other NHCC Victim Services Staff in advanced responses to general crime.

## **4. Participates as a member of the NHCC Team:**

- Attends and participates in agency meetings, community meetings/events, in-service training, workshops, and classes to enhance skills related to services delivery to clients.
- Contributes to a positive work attitude by working cooperatively with others and conducting oneself as a team player.
- Performs related work/job duties as apparent or assigned.

## **PHYSICAL DEMAND AND WORK ENVIRONMENT:**

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms. Employee is required to walk, climb stairs and lift at least 25 lbs. and be able to move about freely.
- Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the environment is usually quiet.

**As with all grant funded programs, employment with this program is contingent upon on-going grant funding that is available to compensate the employee.**

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.**