



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

www.newhorizonscrisiscenter.org

Education & Outreach • General Crime
Parenting Time • Sexual Assault

**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 race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, familial status, or age except where such status is a bona fide occupational qualification.

POSTING

STARTING WAGE: \$14.50 - \$15.25 per hour - *Depending on education, knowledge, experience, and skills.*

PLEASE NOTE: this position caps out at \$19.01 per hour. Benefits include, but are not limited to: paid time off, personal leave, paid holidays, and retirement plan/match - optional.

To apply, please submit your letter of interest, resume, and completed NHCC application (<https://www.newhorizonscrisiscenter.org/employment-opportunities>) - all three of the requested items are required in order to be processed as an application - to NHCC's CVS Program Director, Holly Johnson. Position open until filled. Your application can be submitted by mail or in person (109 S. 5th St., Suite 40, Marshall, MN 56258) or e-mail (cvspd@iw.net).

New Horizons Crisis Center
Job Description

POSITION TITLE: Southwest Minnesota State University (SMSU) Advocate

POSITION CLASSIFICATION: Part Time – 24 hours a week

SALARY CLASSIFICATION: Non-exempt

SUPERVISOR: Crime Victim Services (CVS) Program Director

POSITION PRIMARY PURPOSE: The primary purpose of the position is to provide victim services and community education on SMSU's Campus.

REQUIRED QUALIFICATIONS:

Experience in or knowledge of criminal justice, social services, or similar field. Ability to work independently as well as a member of a team on behalf of crime victims and the agency. Adherence to policies concerning

data privacy and mandated reporting. Non-discrimination and acceptance of the population served. Problem solving skills. Computer skills including word processing and database management. Must successfully complete a criminal history background check. Must possess and maintain a valid state driver's license and insured reliable vehicle.

PREFERRED QUALIFICATIONS:

Knowledge of issues and laws relating to victim services. Experience in advocating for victims. Public speaking experience and skills. Completed 40 hours of sexual assault victim assistance training / sexual assault victim advocacy certified.

JOB SUMMARY:

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. SMSU Advocate 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 advocates for the personal safety and emotional support of clients.
- Provides educational and outreach programs and activities on SMSU's Campus.
- Coordinates systems and campus referrals and provides systems advocacy for clients. Assists clients in the completion of necessary documentation/paperwork to obtain systems and campus services.
- Provides legal advocacy for clients by: a) assisting in the preparation and filing of Orders for Protections and Harassment Restraining Orders; b) explaining legal terms/proceedings to clients; c) assisting clients in filing for reparations and restitution; d) assisting clients in preparing victim impact statements; e) preparing clients for court and attending court with clients; and f) following up with judges, county attorneys, department of corrections and court personnel, if necessary.
- Provides medical advocacy by providing support during evidentiary exams and acts as a liaison between the client and medical personnel when requested.
- Offers support groups and other informal support activities for clients to attend based on need and request.
- Implements the goals and objectives outlined in agency grants, including the preparation and maintenance of client records, statistical reports and narrative reports.
- Attends and participates in employee meetings, community meetings/events, in-service training, workshops and classes to enhance skills related to services delivery to clients.
- Prepares articles for the Agency newsletter and joins in the employee rotation for writing newspaper articles.
- Networks with other SMSU departments, programs, professionals, groups/clubs, etc. to coordinate services for clients.
- Assists in planning events/activities and implements activities for Crime Victims' Rights week and Sexual Assault Awareness month.
- Fills in for other employees as needed to ensure adequate support and coverage for other NHCC programs, services and 24-hour crisis line.
- Assists in planning and facilitating annual volunteer trainings.
- Assists clients in the completion of necessary documentation/paperwork to obtain systems and campus services.
- 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. 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.