

Position: Bilingual Victim Services Advocate (BVSA)/Volunteer Coordinator

Summary: A grant funded employee, this position will provide day-to-day assistance to the Victim Services Program and be housed within the Oklahoma City Police Department. The Victim Services Advocate will provide support to, and serve as, an advocate for the rights and protection of victims of crimes; assess victim's needs and makes appropriate referrals to community and government resources. The increase in the number of hours worked will allow the BVSA position to expand to serve as a Volunteer Coordinator as well.

Responsibilities include:

- Provide culturally competent and bilingual advocacy to crime victims.
- Review police reports daily and establish initial contact with victims.
- Develop, translate and distribute victim services literature.
- Provide criminal justice support and victim advocacy to Limited English Proficiency victims of crime. Services include: informing victims of the legal process, resources, and investigative process.
- Provide ongoing support and case follow-up with victims needing assistance.
- Utilize and coordinate existing community resources to include counseling services, shelters, community crime prevention groups, government social service agencies, victim witness coordinators, elderly and child abuse programs, emergency food and financial aid services, support groups, and emergency services and encourage the development of services not already provided.
- Assist victims and family survivors with the process of filing for Oklahoma Crime Victims' Compensation funds.
- Maintain accurate records of victim contacts and services provided to them.
- Work closely and interact with detectives, supervisors, service providers and other advocates, government agencies, faith based and community organizations to ensure victim's rights and needs are addressed.
- Mail program evaluation survey's to victims.
- Adhere to grant requirements and submit necessary reports and correspondence as needed.
- Assist the OCPD Victim Services Coordinator.
- Performs related duties as assigned.
- Serve as Volunteer Coordinator

Qualifications:

Requirement: experience working with Limited English Proficiency populations. Applicants must have strong interpersonal, verbal communication, and organizational skills. General knowledge of victim advocacy and/or the criminal justice system a plus. Desired skills include: effective communication, listening, basic support skills, compassion/sensitivity, knowledge of resources/referral services, and understanding the impact of crime. Associates degree or relevant coursework preferred.

A thorough background check must be completed before employment.