



JOB ANNOUNCEMENT

General Public Vacancy

OPEN DATE: 6/5/24

CLOSE DATE: 6/30/24 or until filled

JOB TITLE: Violent Crimes Victims Advocate
DEPARTMENT: Police Department

PAY RANGE: \$21.00-26.00 (TBD)

***POSITION WILL BE AVAILABLE JULY 1, 2024.**

***THIS IS A TEMPORARY FULL-TIME POSITION TO INCLUDE BENEFITS WITH A TERM OF JUNE 30, 2025. (EXTENSIONS AND RENEWALS WILL BE CONTINGENT UPON AVAILABILITY OF FUNDS)**

SUMMARY

The Violent Crimes Victims Advocate will serve as a liaison between law enforcement and crime victims. This position reports directly to the Chief of Police and/or designee. Their primary role is to ensure that victims of crime receive the necessary assistance and support during a law enforcement investigation. This will include providing information about the criminal justice system, connecting victims with services and resources and working closely with law enforcement officers and other criminal justice professionals to ensure that victims receive a coordinated and compassionate response. The Violent Crimes Victims Advocate may also provide training and resources to law enforcement. The Violent Crimes Victims Advocate also plays an active role in coordinating community events. Violent crimes in the department include: Homicide, cold case homicide, armed robberies, crimes against children, domestic violence, human trafficking and sexual assault.

DUTIES AND RESPONSIBILITIES

- Develop or enhance guidelines such as, but not limited to, describing:
 - Victim-service programs, goals, and objectives,
 - Violent Crimes Victims Advocate policies, procedures and practices,
 - Job duties and descriptions for Violent Crimes Victims Advocate(s) and Violent Crime Victim Assistant(s),
 - Timing, availability, and duration of services, including addressing victim/survivor crisis situation; procedure for addressing imminent danger, stalking, and intimidation of victims/survivors; and information for victim/survivors on initial contact and throughout service delivery,
 - Methods for maintaining geographic accessibility of services and accessibility over time, including accessibility of services to people with limited English proficiency and survivors with disabilities,
 - Policy on nondiscrimination in service provision,
 - Procedures for assessing safety, security, and maintenance of service premises, and
 - Procedures for communication and collaboration with other providers.
- Provides crisis stabilization and support services to crime victims, witnesses, survivors, and co-victims and assist with identified concerns resulting from victimization.
- Assess the psychosocial status of crime victims, witnesses, survivors, and co-victims and determines the types referrals and services indicated. Coordinates the provision of referrals and services including follow-up support.
- Provides information using a trauma-informed approach to crime victims, witnesses, survivors, and co-victims related to criminal event and/or associated criminal justice response, policies, and practices. Provides information to persons served related to legal issues, terms, and court procedures.

- Understand, upholds, and assists in the education and exercise of victims' rights per statutory and constitutional laws.
- Develops effective victim advocacy programs and trains staff, student interns, and volunteers.
- Prepares and maintains statistical records. Records case file information and appropriate documentation identified system.
- Serves as a liaison with advocacy groups, clinical and other service providers, community outreach services, and law enforcement personnel.
- Must provide a quarterly report outlining activities during that reporting period.
- Attend meetings with law enforcement to get victim contact information all units (homicide, cold case homicide, armed robbery, crimes against children, domestic violence, human trafficking, sexual assault, special victims and high risk victims).
- Provide safety planning for victims and training for professional staff on this topic.
- Organizing, attending and participating in stakeholder meetings.
- Co-chairing and preparing self-care meetings for the department.
- Ensuring project deadlines are met.
- Undertaking project tasks as required.
- Develops and maintains data in accordance with funder's requirements.
- Provide detailed reports to the funders.
- Compile statistics on crime victims; informs victims about the criminal justice system, legal options, and details pertaining to criminal investigations.
- Assist law enforcement in making NOK death notifications.
- Networks with community resources.
- May accompany victims and/or witnesses to court proceedings.
- Performs other related duties as required or assigned.

MINIMUM JOB QUALIFICATIONS

- High School Diploma or equivalent and 4 years experience in the criminal justice system, criminal law, human services, or other related field; or Associate's Degree in criminal justice, social sciences, or related field and 2 years experience in the criminal justice system, criminal law, human services, or other related field ; or Bachelor's Degree criminal justice, social sciences, or related field.

EMPLOYMENT REQUIREMENTS

- Must possess and maintain an insurable New Mexico Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of basic law enforcement operations.
- Knowledge in grant writing.
- Knowledge of New Mexico Crime Victims' Compensation program.
- Knowledge of the criminal justice system and resources for crime victims.
- Knowledge of Share Point and City of Las Vegas Police Department databases.
- Knowledge in working with victim services providers, victim advocates and victims of crime.
- Knowledge in the principles and procedures of record keeping.
- Knowledge of office procedures, methods and equipment including computers.
- Knowledge in the principles of business letter writing and basic report preparation.
- Knowledge of relevant Federal, State and local laws.
- Ability to operate office equipment including computers and supporting word processing, spreadsheet and database applications.
- Ability to establish and maintain effective working relationships associates, the public and with other employees.
- Ability to define problems, collect data, establish facts and draw valid conclusions.

- Ability to ensure accuracy of work performed.
- Ability to work independently in the absence of supervision.
- Ability to prepare complex technical written and verbal reports.
- Ability to objectively analyze situations and determine the proper course of action.
- Ability to establish and maintain effective working relations with those contacted in the course of work.
- Ability to understand and follow oral and written instructions.
- Exceptional communication and organization skills.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Most work is performed in an office environment. Some physical effort and frequent travel may be required. May be required to be on-call during non-working hours.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.


APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application.

The employment application is available at: <https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: darlenea@lasvegasnm.gov or mgarcia@lasvegasnm.gov or consuelo@lasvegasnm.gov

Reviewed and approved for publishing by:



Timothy Montgomery, City Manager



Darlene Arguello, Human Resource Director