



8 Mulberry Rd. Selma, AL 36703

334-526-4539

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

## **Job Description**

### **Victim Service Advocate**

**Timeframe to apply:** Open until Filled

**Salary:** Based on Experience

**Start Date:** ASAP

*The Selma Center for Nonviolence, Truth and Reconciliation (SCNTR) is an Alabama-based 501(c)(3) nonprofit corporation, with a mission to partner with institutions to promote love, the establishment of justice, and build the Beloved Community. The Center is committed to transforming and healing the root causes of physical, political, psychological, environmental, economic and racial violence at personal, family, community and systemic levels.*

### **Background**

The mission of the Selma Center for Nonviolence, Truth, & Reconciliation (SCNTR) is to partner with institutions to promote love, the establishment of justice, and build the Beloved Community. The Center is committed to transforming and healing the root causes of physical, political, psychological, environmental, economic and racial violence at personal, family, community and systemic levels. Victim Services specifically works to increase trauma-informed, client-centered trauma-informed services being offered to victims of violence within the City of Selma and Selmont area regardless of background or circumstance.

SCNTR seeks a service provider, who is creative, a self-starter, and a tireless advocate for Victim Services who works well under pressure. The Victim Services Advocate will establish quality victim service standards rooted in nonviolence and trauma-informed practices and principles. This position offers the right individual an opportunity to impact the future of a vibrant and critical community organization. The advocate will work closely with the Executive Director, Director of Programs, the Director of Violence Intervention Program, the program consultant, and other staff members of SCNTR to implement a violence reduction strategy, based on a nationally known framework and program design.

Among many of its services, Victim Services (VS) will assist in providing monthly mutual support sessions, Victims Compensation filings, funeral planning, victim impact statements, court attendance with families, family support, victim advocacy, expressive arts, and alternative therapeutic activities, referrals to counseling, and crisis response. VS will also respond to living victims of violent crime, helping victims plan for care and potential needs after the incidents. VS responds to all violent crime incidents; including shootings, stabbings, and violent assaults, and uses these responses to build relationships and intervene in the complex cycles of violence in which victims are so often caught. VS collaborates with

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SCNTR Victim Service Advocate

other SCNTR programs to best serve the needs of youth and families whose lives are affected by violence and to implement a holistic violence reduction strategy.

All SCNTR staff members are trained in MLK's Nonviolence Theory and the program's logic model. It is the expectation that all SCNTR staff members constantly are studying and practicing living a nonviolent lifestyle. This position offers the right individual an opportunity to impact the future of a vibrant and critical community organization.

### Responsibilities

- Engage in the all-program aspects as required or needed
- Maintain high-quality client records including daily database entry
- Provide direct service to victims of violence
- Ensure all reporting deadline requirements for the program are met
- Ensure that all families of homicide victims and living victims are visited within 24hrs of the incident and are offered support services
- Provide crisis intervention and assess the needs of the family and friends of the victim
- Provide follow-up intervention, case management, and emotional support
- Create and maintain relationships with and provide appropriate referrals to mental health and other support agencies
- Assist families in navigating the criminal justice system
- Act as a liaison for families and other applicable agencies
- Coordinate with outside agencies and partners, such as the Selma Police Department, District Attorney's Office, Office of Victim Compensation, the Office of Attorney General to ensure a seamless continuum of victim care
- Coordinate SCNTR's Victim Support Sessions monthly work with staff to provide follow-up services to victims who survive acts of violence, such as shootings and stabbings
- Work with the SCNTR staff and program partners to plan and facilitate community events such as SCNTR Peace Walks, SCNTR Spa Nights, Victim Services Holiday gatherings, and Memorials/Anniversaries/ Birthday Celebrations
- Advocate for the rights of victims in Selma and allow their voices to be heard
- In conjunction with senior management, develop the program budget, participate in strategic planning, including grant writing and fundraising as needed, for the future growth of the program
- Participate in SCNTR activities, events, and tasks as needed including joining a Design Team
- Engage in other duties as a member of the Center Staff

### Qualifications

- A Bachelor's degree in Education, Human Development, Criminal Justice, Social Work, or equivalent work experience is preferred.
- At least 2 years of professional experience surrounding social service work and/or community organizing.
- A commitment to learn and promote SCNTR's mission, program logic model, and the principles and practices of Nonviolence

- Experience as a counselor and/or advocate preferred
- Experience working with populations from diverse backgrounds
- Understanding of the complex and varied needs of victims
- Understanding of the effects of trauma and the value of trauma-informed service provision
- Strong time management abilities
- Superior organizational and communication abilities
- An ability to manage several clients and projects simultaneously
- Proficient with Word, Excel, Photoshop, Outlook, Gmail
- A valid driver's license, daily access to a registered and insured vehicle
- High-quality writing skills
- Ability to work with and manage in a diverse organization with staff that have various skill levels
- Ability to work creatively and independently
- Conflict Resolution skills required
- A high level of energy and desire to aggressively sustain SCNTR's work
- Willing to work late and on weekends as needed to ensure the success of the overall department and of SCNTR

### **Requirements**

- Complete our 5-day Kingian Nonviolence Conflict Reconciliation and Racial Equity training
- Flexible and a team player
- Models and exemplifies the organization's core values and beliefs
- Supports both the mission and vision of the organization
- Demonstrates an orientation for results and achievement (e.g. making data-driven decisions, taking initiative, etc.)
- Works alongside the Street Outreach Workers to ensure high-quality victim services, information sharing, collecting data for meaningful use
- Work with the Director of Violence Intervention to keep up-to-date records in the software on a daily basis.

Qualified applicants for this life-changing position, please send a cover letter and resume to [info@SelmaCNTR.org](mailto:info@SelmaCNTR.org). Subject: Victim Services Advocate.

The Selma Center for Nonviolence, Truth, Reconciliation encourages a diverse work environment and is an equal-opportunity employer. SCNTR highly encourages BIPOC to apply for all positions.