

POSITION ANNOUNCEMENT

Victim Advocate

St. Charles County Family Court – Juvenile Division

Starting Salary: \$21,593.99 per year.

This is a 60% time, 24 hour per week position that is partly funded by a grant with the Missouri Department of Social Services.* The position includes benefits prorated at 60% of a full time equivalent. These benefits include Paid Time Off, Extended Medical Leave and holidays.

**Note that continued funding for this position is dependent on the availability of grant funds.*

Job Description: Provides information and services to victims of crimes allegedly committed by juveniles and collaborates with community resources to provide services as appropriate to victims. Advocates on behalf of victims from initial referral through court process and disposition. Works under the direction of a Supervisor – Court Services.

Minimum Training and Experience Required to Perform Essential Job Functions:*

- Requires a bachelor's degree in sociology or related field such as, Social Work, Psychology or Criminal Justice (Masters Degree preferred).
- A minimum of three years experience involving case management in a victim's service program or similar social service agency (preferred).
- Requires skill in coordinating delivery of program services among various provider agencies and training and overseeing volunteers.
- Requires considerable knowledge of the following: principles, practices and procedures involved in providing direct client services to crime victims; the statutes, ordinances, regulations, policies and standards governing the provision of victim services; social, psychological and behavioral principles and standard practices and procedures involved in providing emotional support, counseling, advocacy and referral services for crime victims and their families; processes, methods and terminology applied in the law enforcement, criminal justice and court systems relative to victim services; and standard practices and procedures involved in completing forms and documents and maintaining records required for program administration, regulatory compliance and client tracking.
- Average computer skills in data entry, word processing and modification of standardized forms as necessary.
- Must have and maintain a valid Driver's license and satisfactory driving record.
- Must meet the minimum age requirement of 21 years.
- Must reside in St. Charles County continuously throughout employment with the Juvenile Division.

**Any combination of education and experience that provides equivalent knowledge, skills and abilities considered.*

TO APPLY:

- Application may be obtained from the Human Resources page of the St. Charles County website
- All applications, along with a resume', must be submitted to the attention of Ken Simmons, Juvenile Officer, St. Charles County Juvenile Justice Center, 1700 S. River Road, St. Charles, MO 63303.
- Packet may be emailed to SCH.Juvenile@courts.mo.gov or faxed to (636)949-3028.

To assure consideration, applications must be received by Close of Business, 5:00 pm, on Friday March 23rd, 2018.

St. Charles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. St. Charles County is a drug and alcohol free work place. A pre-employment drug screen is required for all positions.