



Crime Victim Advocate Job Description

Organization

Catherine Place is a small, well-respected non-profit organization located in a century old home in the Hilltop neighborhood of Tacoma. Founded in 2000, Catherine Place has made a positive difference in the lives of thousands of women in Pierce County. We are women empowering women, providing hospitality, companionship, advocacy, and education, supporting women, particularly those experiencing challenges related to poverty, violence, loss, illness, and/or immigration. We provide Hope, Healing, and Connection.

Position

The Crime Victim Advocate provides support, advocacy, and technical assistance to victims of domestic violence and other crimes; specifically women from marginalized populations. The Crime Victim Advocate assists clients to understand and navigate the court system and the local community service system, helping to minimize the barriers faced by crime victims when accessing services. The position also includes outreach into marginalized communities to develop awareness of Catherine Place's services. Candidates for this position must be fluent in conversational and written Spanish. As Catherine Place is a small organization some general administrative assistance will also be expected. Most work will take place during business hours, although some evening and weekends may be required for outreach or special events.

Responsibilities

- Conduct first point of contact assessment and complete intake with clients
- Listen to individual's situation and connects with clients
- Assist with crisis intervention and safety planning for individuals seeking assistance
- Provide quality information and referrals to appropriate community organizations
- Provide legal services options available to crime victims (criminal, civil, and immigration)
- Accompany clients to court as needed
- Collect and enters client and service data accurately and consistently
- Keep up to date, relevant case notes for client files
- Ensure that all services adhere to the principles of Advocacy Based Counseling (ABC) and the National Association of Social Workers Code of Ethics
- Ensure—without exception—confidentiality of all program participants
- Complete training to comply with grant requirements
- Participate in community outreach

Skills

- Bilingual and bicultural proficiency in Spanish and English
- Excellent listening and customer service skills
- Commitment to Catherine Place vision, mission and values
- Understand the impacts of trauma
- Effectively work with diverse people and trauma survivors

- Ability to work as a member of a team and independently
- Ability to explain complex concepts in a simple and straightforward way
- Proficiency in Microsoft Office and Google products
- Understanding of and experience with data entry
- Detail oriented with a high level of accuracy
- Ability to read, analyze, and comprehend legal documents and supporting documentation, and technical procedures
- Ability to prioritize tasks and manage time
- Consistent attendance and punctuality

Compensation

This is a full time hourly position starting at \$18.00 an hour. Catherine Place offers a competitive benefits package including vacation, holiday, and sick pay along with 100% payment of employee healthcare and a 2% retirement contribution after the first 1,000 hours of employment.

To Apply

Send resume and cover letter outlining how you meet the specific requirements to:

Catherine Place
923 S 8th St
Tacoma, WA 98405