



## JOB POSITING

**Date:** 11/11/21

**Date position will be available:** November 1st, 2021

Voices for Children of Broward County (“Voices”) mission is to ensure that every abused, neglected and abandoned child in Broward County has a court-appointed Guardian ad Litem and that financial resources are available for each child’s accompanying health, educational, and social needs. To accomplish this mission, Voices collaborates with the 17th Judicial Circuit Guardian ad Litem Program and the 17th Judicial Circuit Dependency Court Division to serve children who have an open and active dependency court case to meet each of their essential needs during this transitional period and to give them a voice throughout the entire court proceedings by working with the appointed volunteer Guardian ad Litem. Our programs provide these children with someone who makes them feel normal, safe, and cared about and removes barriers so these children can have a happy normal childhood.

**Position Title:** Child Victims of Crime Coordinator

**Reports to:** This position has a dual report system and reports to Vice President of Programs at Voices and Child Advocate Manager II at the 17<sup>th</sup> Circuit Guardian ad Litem Program

**Direct Reports:** Child Victim of Crime Volunteer Advocates

**Salary:** \$38,480.00 with additional benefits. This is grant funded position and salary is not negotiable.

**Days/Hours:** M-F 9:00am-5:00pm. Evenings and weekends may be required based on the needs of the organization.

**Workplace Location(s):** 17<sup>th</sup> Circuit Guardian ad Litem Program-612 S. Andrews Avenue #1000, Fort Lauderdale, FL 33301 and Satellite locations as needed.

**Position Summary:**

The Child Victims of Crime Coordinator (the Coordinator) works in partnership with, and under the direction of, the Vice President, Programs, to ensure effective advocacy services for child victims of crime. The Coordinator supports the child throughout the entire court process: from initial reporting to law enforcement to sentencing. The Coordinator is a grant funded position under VOCA (Victims of Crime Act) and is funded on a year-to-year basis as determined by Federal and State funding approval.

## **General Position Responsibilities**

### ***Direct Service***

- Manage all child victim of crime case files, coordinate community resources to provide appropriate referrals to child victim of crime and caregivers, and follow-up to ensure services are being received by child victim of crime
- Meet regularly with child victim of crime and/or child victim of crime volunteer advocate to become knowledgeable about their victimization, problems and issues, and advocate for them and/or provide resources to help with any issues resulting from victimization
- Provide any resources for immediate and normalcy needs for child victim of crime and address any issues to assist them before, during, and after the court process to minimize further trauma to the child victim of crime
- Recruit, train, manage, evaluate, mentor, and support child victim of crime volunteer advocates so they feel empowered to act on behalf of the child victim of crime best interests

### ***Crime Compensation Forms***

- Determine if Crime Compensation Forms have been completed and returned to the Attorney General's Office and assist the child victim of crime or caregiver in completing the Crime Compensation Forms and provide any assistance in obtaining the necessary documentation for the Crime Compensation Forms

### ***Record Keeping***

- Maintain accurate and comprehensive records for child crime victims and prepare quarterly reports that are required by the VOCA grant

### ***Information to Crime Victims regarding Offender/Inmate, as needed***

- Provide any notifications and updates to child victim of crime/caregiver of release and/or escape of inmate from the Department of Corrections

## **Qualifications**

The successful candidate will possess the following assets and attributes:

- Bachelor's degree, from an accredited university or college, preferably in Psychology, Social Work, Human Services, or a related field
- A minimum 2 years of experience in a fast-paced, high-standards social services or health care services environment, ideally in a rapidly evolving organization, and preferably working with children and families with diverse backgrounds
- Must successfully pass a national, criminal background check
- Employee must have a reliable vehicle, and maintain a valid Florida State driver's license with a satisfactory driving record and eligibility for coverage under any applicable agency insurance

The employee holding this position must be able to perform the essential functions of the position with or without reasonable accommodation. This job description is intended to describe the nature and level of work performed in this position. It is not an exhaustive list of all responsibilities and duties required and management may assign or reassign duties and responsibilities at any time.

**To Apply:** Send cover letter and resume to [info@voicesbroward.org](mailto:info@voicesbroward.org). **No phone calls please.**

*Voices for Children of Broward County is committed to providing a work environment free of discrimination and harassment. Voices for Children of Broward County does not discriminate against employees, applicants, or volunteers, by reason of gender, race, religion, age, sexual orientation or identify, pregnancy, marital status, disability, veteran or military reserve status, immigration status, or language spoken or on the basis of any other characteristic protected by federal, state or local law. Applicants with disabilities who may need accommodations are encouraged to contact us five days prior to scheduled interview, so that reasonable accommodations may be coordinated.*