

**FIRST STEP, INC.**

**DOMESTIC VIOLENCE AND SEXUAL ASSAULT LAW ENFORCEMENT  
ADVOCATE  
Position Description**

**BRIEF OVERVIEW OF POSITION:**

The primary responsibility of this position is to provide timely, direct assistance to victims of domestic violence and sexual assault by working collaboratively with law enforcement and community partners. The Law Enforcement Advocate (LEA) promotes victim restoration and self-sufficiency by providing direct support to the victim and by working with other community systems in their response to the needs of domestic violence and sexual assault survivors and their families. This position also encourages the justice system to respond consistently and effectively to the needs of victims of domestic violence and sexual assault and to hold batterers and perpetrators accountable. Strict confidentiality of information must be observed as it relates to client privilege, information, corporation business, executive decisions, and employee information.

**TO APPLY:**

**Candidates must submit all of the following:**

- 1. A cover letter. Cover letter must explain specifically, how applicant's experience and education meet the requirements of this position.**
- 2. Resume**
- 3. Completed and signed First Step, Inc. "Job Application" that can be found at: <http://firststep.org/>.**

**A complete job description for this position can be found at the website listed above. All three items above must be emailed, attention Domestic and Sexual Assault Law Enforcement Advocate, to: [firststephr@yahoo.com](mailto:firststephr@yahoo.com). No phone calls please.**

**ACCOUNTABILITY:**

Executive Director/Program Director

**SUPERVISORY RESPONSIBILITIES:**

Volunteers

**LOCATION:**

This position will be an employee of First Step, Inc., but will work in the local Law Enforcement office. The LEA will also have office space at First Step, Inc. to complete reports and data entry, and build relations with other staff on the First Step team.

**ESSENTIAL RESPONSIBILITIES:**

- Meet with victims either on scene (when secure and with accompaniment by law enforcement and as determined by law enforcement), at the police department, at the hospital, or other

secure location following the incident or within a few days as a follow up. Conduct intake, needs assessment, safety planning and provide case management. Provide effective referrals for victim to additional services as necessary.

- Represents agency at community-based meetings, roundtables, conferences and sexual assault/domestic violence police in-service trainings as needed.
- Provide hospital and court accompaniment to victims of sexual assault and domestic violence.
- Provide information and assistance to police officers working with victims of sexual assault and domestic violence.
- Assist with training programs for police officers, criminal justice officials, community members and other community entities on sexual assault and domestic violence issues.
- Provide crisis intervention upon law enforcement intervention.
- Provide legal information to clients and provides advocacy support in working with police, prosecutors and other criminal justice representatives.
- Provide information on victim rights, such as restitution, crime victim compensation and comprehensive crisis follow-up support needed to keep them engaged in the investigation and prosecution process.
- Maintains current information on all social service medical, legal, housing, daycare and financial support agencies and application procedures, and facilitates appropriate client referrals to these agencies.
- Helps recruit and train volunteers to support the LEA initiative.
- Maintains and distributes resource materials as needed by clients about domestic violence and sexual assault.
- Records data and generates reports.
- Works with criminal justice agencies to establish good working relationships. Attends required orientation and training provided by First Step, Inc.
- Provides information regarding domestic violence and sexual assault to agency service area.
- Performs other duties as assigned.

**HOURS:**

40 hours per week

**EQUIPMENT USED:**

Computer and printer, copying equipment, calculator, automobile, fax machine.

**QUALIFICATIONS:**

- Minimum required: Bachelor's Degree in Social Work or relevant course of study; Masters in Counseling, LPC Intern or LMSW preferred.
- Microsoft Office including Excel and data base entry skills.
- Excellent written and oral communication skills.
- Knowledge of domestic violence, sexual assault and criminal justice response.
- Ability to make good independent decisions.
- Flexibility, personal integrity and ability to work with others.
- Ability to maintain complete confidentiality of information regarding all employees, clients and First Step matters.

First Step, Inc. is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law.