



Advocates of Lake County, Inc.

Violence Prevention Coordinator Job Description

Job Summary: The Violence Prevention Coordinator is responsible for ALC's community-level response to violence. He or she leads ALC's comprehensive violence prevention efforts, including establishing and maintaining collaborations with key community partners. He or she also provides victim advocacy 50% of the time, and covers the crisis coverage hotline every six weeks. This position requires a commitment to assisting victims, outstanding communication skills, and acceptance of social and cultural diversity. Full-time, salaried, exempt professional position.

Violence Prevention Activities (50%)

- Use evidence-based practices to provide strategic direction to the ALC's prevention efforts.
- Lead Domestic Violence/Sexual Assault Response Team ("Response Team") and Steering Committee as they apply a public health model to violence prevention in Lake County.
- Maintain collaborative relationships with community partners on the Response Team.
- Design, implement, and conduct ongoing process and outcome evaluation for prevention strategies and project implementation.
- Maintain continuous quality improvement and evaluation plan.
- Develop and conduct community education on public safety issues.
- Run public awareness campaigns and coordinate associated outreach events.
- Oversee and execute administrative tasks such as drafting/approving Memorandums of Understandings, check requests, etc.
- Work with Program Sustainability Director and Executive Director to write grants to ensure continuity of programs in addition to strategic expansion.
- Maintain participation in existing multidisciplinary teams (including the interorganizational group for oversight of HB 1451, Resilient Lake County and other ad hoc teams).
- Ensure ALC's community work ties in with ALC's direct service work.
- Other duties as assigned.

Direct Client Services (50%)

- Provide crisis intervention, follow-up, support, advocacy, information and referrals to victims both in-person and over the phone (through the 24-hour crisis hotline).
- Cover the 24-hour crisis line on a rotating basis and respond on-scene to provide emergency services to victims of crime.
- Conduct check-ins with clients and provide necessary follow-up advocacy.
- Assess victim safety and assist with safety planning including the arrangement of safehouse, hotel/motel accommodations or other housing options as needed.
- Provide advocacy on behalf of clients working with community-based systems such as law enforcement, courts, social services, mental health providers, substance abuse services, etc.
- Identify resources within the community and maintain good working relationships with community programs aiding clients.
- Accompany clients to appointments and meetings to secure financial assistance, explore long-term housing options, arrange for childcare and obtain legal assistance.

- Work with Legal Services Coordinator to provide legal advocacy including assistance with protection orders, victim's compensation, divorce filings, child support and criminal/civil court support.
- Distribute and collect client surveys.
- Immediately report suspected child neglect/abuse to the Advocacy Manager or Executive Director.
- Work with Housing Advocate and Housing Coordinator to help non-residential clients and residential clients to find and secure long-term housing.
- Work with non-residential and residential clients to find and secure employment.
- Maintain client records.
- Provide assistance with other direct services components of programming as needed.

Desired Qualifications:

- Master's Degree in a Public Health, Criminal Justice, Social Work or other relevant field.
- 3-5 years' experience in community organizing and/or violence prevention.
- Strong understanding of issues facing victims of domestic violence, sexual assault and other violent crimes.
- Commitment to providing client-centered, empowerment-based services to victims of crime.
- Must have valid driver's license, reliable transportation, proof of insurance and clean driving record.
- Background check required.
- Bilingual English/Spanish preferred.

Some evening, weekend, and overnight work will be involved. Applicant must be able to respond to Lake County within 45 minutes of dispatch to fulfill on-call responsibilities. This job description is subject to periodic review by the Board of Directors. ALC is an Equal Opportunity/Affirmative Action Employer.

Salary range \$50,000-\$55,000.

Full health and dental insurance, retirement and competitive PTO package.

To apply, please send an email with subject "Violence Prevention Coordinator" including resume and cover letter to: cori@advocatesoflakecounty.org.