

**Huckleberry House, Inc.**  
**Job Description**  
**Crime Victim Specialist - CSP I**

JOB TITLE:	Crime Victim Specialist
EMPLOYMENT STATUS:	Full Time
FLSA STATUS:	Non-Exempt
DATE:	July 1, 2014
APPROVED BY:	Sonya Thesing, Executive Director
SUMMARY:	Provides comprehensive crime victim education and advocacy to all teens seeking such services from Huckleberry House; as well, this person works as part of the Transitional Living Program. The Crime Victim Specialist provides agency-wide specialization and support although s/he carries a caseload within the Transitional Living Program. S/he assists all Huckleberry House clients in seeking crime victim's services; provides training as requested to agency staff and other community service providers; and represents Huckleberry House in community-wide settings advocating for youth victims of crime. The Crime Victim Specialist (1) responds to the emotional and physical needs of crime victims; (2) assists primary and secondary victims of crime to stabilize their lives after victimization; (3) assists victims to understand and participate in the criminal justice system; and (4) provides victims of crime with a measure of safety and security. The Crime Victim Specialist assists victims as they take back control of their lives and begin the process of healing. The Crime Victim Specialist participates in 24-hour on-call support.
REPORTS TO:	Transitional Living Program Team Leader
DEPARTMENT:	Transitional Living Program
SUPERVISES:	N/A
CRITICAL SUCCESS FACTORS (COMPETENCIES) (What knowledge, skills and abilities are needed for success in this position?)	<ul style="list-style-type: none"> <li>• Knowledge of youth victims of crimes, including but not limited to gender-based sexual abuse, intimate partner violence, domestic violence, exploitation, coercion, assault, harassment, prostitution, pornography and human trafficking; neglect &amp; abuse; as well as teens who witness homicide and other violent crimes.</li> <li>• Knowledge of Crime Victim Compensation, crime victim services and crime victim's rights.</li> <li>• Demonstrates a keen ability to creatively solve problem with clients and families.</li> <li>• Exhibits concern/empathy for clients and their life experiences.</li> <li>• Demonstrates a capacity to work autonomously and identify/communicate issues to Team Leader.</li> </ul>
MAJOR RESPONSIBILITIES / ACTIVITIES	<ol style="list-style-type: none"> <li>1. Provides agency clients and staff with information on crime victimization; crime prevention; victims' legal rights and protections; and the criminal justice process.</li> <li>2. Provides emotional support to victims/survivors</li> <li>3. Helps victims/survivors with safety planning</li> <li>4. Helping victims/survivors with complete compensation applications; comments to courts and parole boards; intervening with creditors, landlords, and employers on behalf of victims;</li> <li>5. Provides linkages with other services for victims including helping to arrange funerals; and notifying victims of inmates' release or escape.</li> <li>6. Offer victims/survivors information about the different options available to them and support victims' decision-making. Maintain the highest possible levels of confidentiality in communications with victims while complying with</li> </ol>

	<p>all laws and regulations regarding mandatory reporting.</p> <ol style="list-style-type: none"> <li>7. Provides community support services aimed at meeting individual and family needs, and at the same time, helping to increase family stability.</li> <li>8. Is familiar with the individual treatment plans and assists in implementing the plan for both mental health and independent living goals.</li> <li>9. Provides referral support and linkage for youth with mental health issues and other applicable barriers to increase access to community resources and services.</li> <li>10. Provides support and leadership to the part-time paraprofessional Community Support Assistant staff while assisting the team in carrying out the treatment plan and independent living plan.</li> <li>11. Participates in 24-hour on-call support - by phone and/or in person as needed.</li> <li>12. Provides day-to-day feedback and support for youth as well as crisis intervention as needed.</li> <li>13. Attends weekly FSP/TLP staff meetings and attends Community Support Assistant meetings as needed.</li> <li>14. Participates in service coordination for youth-serving teams with family and other providers.</li> <li>15. Actively builds and maintains cooperative relationships with landlords in the community to ensure the availability of living facilities for program participants.</li> <li>16. Plans and conducts TLP group sessions with clients as requested.</li> <li>17. Transports clients in agency-owned or personal vehicle as needed.</li> <li>18. Maintains required caseload and/or meets established productivity standards.</li> <li>19. Accurately completes documentation in a timely manner.</li> <li>20. Serves on an agency committee.</li> <li>21. Completes other duties as assigned.</li> </ol>
<p><b>EDUCATION, CREDENTIALS AND QUALIFICATIONS</b></p>	<ol style="list-style-type: none"> <li>1. Bachelor's degree (B. A.) in Social Work or related field from four-year college or university; or five years related experience and/or training; or equivalent combination of education and experience.</li> <li>2. Strong verbal and written communication skills.</li> <li>3. Ability to problem solve, resolve conflict, and negotiate.</li> <li>4. Computer literate with strong data entry skills.</li> <li>5. Ability to relate to and have empathy for young people.</li> <li>6. Self-motivated worker in need of minimal supervision.</li> <li>7. Holds and maintains a valid driver's license with a good driving record.</li> </ol>
<p><b>REQUIRED TRAININGS</b></p>	<p>Completes required trainings, including but not limited to: Core training; CPI non violent crisis intervention; CPR; First aid; Cultural competency and other training programs as directed by the Team Leader.</p>
<p><b>WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:</b></p>	<p>Works at various locations in the community. May require ability to sit, move about, climb stairs, and manage a cell phone and personal computer. Must drive personal vehicle in order to accomplish work objectives. Must be accessible via cell phone. May be required to work a nonstandard workweek. May work evening or night shift hours. Overtime as required.</p>
<p><b>ADA:</b></p>	<p>The above statements cover what are generally believed to be principal and essential functions of this job. Specific circumstances may allow or require some people assigned to the job to perform a somewhat different combination of duties.</p>