



## **New Life Centers Victim Advocate**

Rev. Mar 2021

New Life Centers provides intensive, community-based mentoring programs for youth ages 12 to 24 in the Little Village, Humboldt Park, and Brighton Park neighborhoods of Chicago. The target demographics of programs are; gang-involved youth, youth involved in the juvenile justice system, and at-risk youth referred through local schools and community agencies. Serving these populations allows NLC to holistically engage both violence prevention and intervention in response to identified community needs. We seek to reduce youth contact with the justice system, promote safety, and empower young people to become community-builders and peace-makers. Our holistic program model enables us to fulfill our mission: to provide mentoring and advocacy to guide youth toward a new life and a new direction.

### **Position Summary:**

The Victim Advocate works to provide linkages and robust accompaniment to prosocial alternatives including activities, jobs, education, case management, and social services. The Victim Advocate will work Full-Time 40 hours per week, non-exempt, under the direct supervision of the Coordinator of Resiliency Services. The Victim Advocate will work with a portfolio of participants who have been directly or secondarily affected by street violence to provide case management, crisis intervention, support and advocacy. The Victim Advocate will work with individuals, families, and friends of victims in coordination with our Outreach team.

### **Skills & Responsibilities**

- Accomplishes participants' care by assessing individual needs; providing direct services and engaging in ancillary activities.
- Ability to communicate effectively, both orally and in writing.
- Ability to work one-on-one and in groups with individuals to promote prosocial behaviors.
- Willing to work late nights and on weekends if needed.
- Familiarity with computers such that employee is able to complete required data entry tasks, communicate via email and complete basic work processing tasks as needed.
- Emotional maturity; good judgment; integrity; tolerance of differing points of view and beliefs; commitment to nonviolence.
- Provide direct case management and emergency support services to victims of violence and their families.
- Provide support and advocacy to the victims of violence and their families through home visits, phone calls, criminal justice advocacy, and referrals to other support organizations.
- Coordinate and facilitate educational forums, family and group support sessions, trainings and other gatherings.
- Develop relationships with partner organizations and build "warm referral" network for linkage.
- Document participant contacts and services provided and assist program manager with data collection and required reporting.
- Assist victims in accessing resources such as Victim's Compensation, Short Term Disability, affordable healthcare, and mental health services.
- Work with victims to identify and address safety concerns and create a plan for long term safety and well-being.
- Maintain participant relationship for a minimum of 6 months.
- Attend weekly staff meetings; meet with supervisor as needed
- Document detailed client case notes and other items as assigned
- Participate in all mandatory trainings and undertake any training and professional development as required to ensure effective work

### **Required Qualifications:**

- Must become a Mandated Reporter
- Must pass a background check; No pending criminal cases
- High School Diploma/GED required
- Knowledge of the community and knowledge of current street conflicts required
- Valid Illinois Driver's License, insurance, and good driving record
- Bilingual English-Spanish required
- Has a flexible schedule - this position requires some nights and weekends.

- Has at least 1-year experience supporting and working with in-risk youth and street involved youth and developing individualized plans for in-risk youth; awareness of trauma reactions.
- Has at least 1-year experience working with people from various ethnic, economic, and educational backgrounds both as colleagues and as participants.
- Has experience documenting case notes.
- Has experience developing and retaining relationships with other service providers.
- Has a high level of interpersonal skills and conflict resolution skills and ability to communicate effectively both verbally and in written form.
- Has crisis intervention training or knowledge.
- Has knowledge of Chicago and communities with histories of violence.
- Has proficient in Microsoft Office Suite and comfortable using computer programs to track participant engagement.

**How to Apply:**

Please submit the following materials to Victoria App, VictoriaA@newlifecenters.org:

- Cover letter indicating your experience and interest in the position
- Resume
- List of two to three references with contact information (Minimum of 2 Professional, Email and Phone number included)

Please submit your application materials as MS Word or PDF attachments. Include all attachments in a single email. Please include, "NLC Victim Advocate" in the subject line of your email.

*New Life Centers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. New Life Centers complies with applicable federal, state and local laws governing nondiscrimination in employment in every location in which the company has facilities.*