



Job Description

POSITION: Law Enforcement Based Advocate

Atlanta Victim Assistance, Inc.

Atlanta Victim Assistance, Inc. is a 501(c)(3) nonprofit agency which provides services to victims of crimes. Since its inception in 1984, Atlanta Victim Assistance (AVA) has provided critical support to over 50,000 innocent Atlanta citizens impacted by crime. Atlanta Victim Assistance, Inc. advocates for the rights of victims and witnesses of crime with compassion, dignity, and respect.

JOB DUTIES:

The Atlanta Victim Assistance (AVA) **Law Enforcement Based Advocate (LEBA)** provides immediate support to victims working in collaboration with the Atlanta Police Department (APD). Advocates fulfill the organization's mission of advocating for fundamental rights of victims and witnesses of crime with compassion, dignity and respect. He/she answers directly to AVA's administration, adhering to AVA's chain of command in conjunction with Criminal Justice Coordinating Council's funding requirements. This advocate will also receive instructions, supervision and guidance from assigned APD Commanders and his/her designee regarding victim's needs. He/she will conduct trainings with APD and other community agencies concerning victim's rights.

The Law Enforcement Based Advocates will be responsible for assisting victims, witnesses and survivors of crime. He/ she will provide:

- Provide first responder services.
- Provide direct services and crisis intervention to victims, family members and significant persons.
- Assists/accompanies victim in the filing of Special Condition Bond Orders or Temporary Protection Orders.
- Assist police officers and investigators by gathering information from victims, witnesses and survivors pertinent to each case.
- Notifies victims of scheduled court appearances and appears in court with victims as needed.
- Obtains and shares information about the status of case related investigations from police records and information about court hearings.

- Monitors and conducts follow up referrals to different community resources when appropriate.
- Serves as an important liaison between community justice officials and victims and must work closely with the City of Atlanta Court/Solicitor's office and APD.
- Explains the criminal justice process to victims and survivors.
- Assists in negotiations with creditors and intervenes with employers or school officials on the behalf of survivors.
- Provide referrals to community resources for services when appropriate.
- Provide follow up services to include checking on victim and survivor's emotional well-being and confirming referrals provided, etc.

The Law Enforcement Advocate also maintains records, documenting service rendered, demographic information and information that may be required by funding sources. Additionally, LEBA maintains a comprehensive database to enhance service delivery. He/she develops a log, including pertinent information necessary for contacting victims.

KNOWLEDGE AND SKILLS REQUIREMENTS:

Bachelor's Degree in any social service field and at least one year of planning experience is preferred. Bilingual a plus. Must be able to work with diverse populations and handle high volume caseload, possess strong interpersonal skills. Experience designing and implementing human services programs. Some knowledge of the principles, practices and techniques of the criminal justice system is highly favored. Effective communication as well as the ability to organize and maintain accurate documentation of the services rendered, demographic data and other information required for funding sources is a must.

Please note that as an AVA employee, one may be asked to carry out duties pertinent to his/her position and/or goals of the agency that are not stated in the above job description.

TO APPLY

Send cover letter and resume to Paula Gaillard at pgaillard@atlantaga.gov or mail to:

Paula Gaillard
 Atlanta Victim Assistance, Inc.
 Human Resources Department
 150 Garnett Street SW- 1st Floor
 Atlanta, GA 30303