



**HARDIN COUNTY
HUMAN RESOURCES DEPARTMENT
MELINDA HERRINGTON, DIRECTOR**

POSTING OF AVAILABLE POSITION

TITLE OF POSITION: Victim Advocate/Sexual Assault Advocate-Crime Victims Assistance Center

JOB DESCRIPTION: A victim advocate provides support, information and resources to individuals affected by crime. Duties include, but are not limited to, assisting victims with legal rights and options, assisting victims with case management, resource referrals, court accompaniment, transportation, safety planning, crisis intervention, answering crisis hotlines, creating and hosting outreach events, including presentations to community partners and educate the public about victim rights and services; facilitates access to emergency services and connecting victims with community resources, advocate for victims within the criminal justice system, maintain confidential records and obtain and maintain education requirements/certifications.

QUALIFICATIONS: High School Diploma or equivalent and 1+ years' experience in Criminal Justice, Social work or other related social services fields experience. Bilingual preferred, but not mandatory. This position is full time (40- hour week). Must be able to work on-call one week per month including weekends, holidays and after hours. Must have reliable transportation, valid Texas Driver's License, the state minimum required automobile insurance. All potential employees are subject to a drug screen and depending on position, physical, driving record check and criminal history review.

SALARY: Up to \$17.74/hr. (DOE)

BENEFITS: Fringe benefit package

Signed and completed applications must be submitted to: HR@co.hardin.tx.us

This position is grant funded. Continuation of this position is contingent upon renewal of grant funding.

Applicants may be contacted for an interview. All information is confidential.
Applications will be taken until filled.

AN EQUAL OPPORTUNITY EMPLOYER

Personnel Office: Room B 107 *First Floor, Hardin County Courthouse* P O Box 817 * Kountze, TX 77625*
Phone 409 246-5164 - Fax 409 246-5139