

*Established in 1977, Alexandra House is one of the largest, comprehensive domestic and sexual violence organizations in Minnesota; and the only one in Anoka County. We offer a continuum of services to victims and survivors of domestic violence, sexual violence, dating violence, and abuse in later life. We value diversity and are looking for the right candidate to join our fun and hardworking team!*

## **Victim Advocacy Coordinator**

Alexandra House is seeking a full-time Victim Advocacy Coordinator responsible for leading and coordinating trauma informed advocacy and support services for individuals impacted by domestic & sexual violence. This is an exempt position supported by a two-year grant project federally funded through VAWA (Violence Against Women's Act). Office is located at the Anoka County Sheriff's office in the city of Andover.

### **Responsibilities:**

- Develop, implement and evaluate crime victim advocacy services within the Anoka County Sheriff's Office (ACSO) in coordination with the ACSO Patrol and Criminal Investigations Divisions.
- Assist Anoka County Sheriff's office with the development of trauma informed embedded advocacy services within ACSO in development of protocols and practices for referral, case review, victim follow up and evaluation.
- Coordinate services with the Legal Advocacy Program, as well as other advocates/programs throughout the organization to assist victim/survivors in addressing their self-identified needs.
- Partner with ACSO Detectives on cases and conduct follow up, per protocol, to provide trauma informed crisis intervention, referral and support to victims/survivors.
- Build and enhance community relationships while educating community members and professionals about domestic and sexual violence and Alexandra House services.

### **Minimum Qualifications:**

- Experience in social work, human services, or related fields or bachelor's degree (social work, criminal justice, human services, or related field) or equivalent combination of education and experience.
- Knowledge of and ability to advocate within various systems including social service, economic, legal, medical and healthcare systems.
- Experience providing trauma-informed advocacy to victims/survivors of abuse, with an understanding of the needs, options and resources for program participants impacted by domestic and sexual violence.
- Excellent written and interpersonal communication skills and experience in public speaking.
- Demonstrated skills & knowledge in using a variety of programs including (but not limited to) Word, Excel and Outlook. Understanding of data collection and report preparation.
- Commitment to and experience in working with people from diverse ethnic, cultural, social, economic backgrounds and lifestyles.
- Valid driver's license, current insurance and reliable car with the ability to travel to multiple locations throughout Anoka County.
- 40-hour sexual assault certification or the ability become certified within six months of date of hire.

### **Preferred Qualifications**

- Bilingual in English and one of the prevalent languages in our service delivery area.
- 40-hour state-mandated sexual assault certification.

### **Salary Range**

\$42,397 - \$47,500 DOQ

Alexandra House is an equal opportunity organization, committed to diversity and inclusion in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Survivors and candidates from all backgrounds are encouraged to apply.

**Hours**

Generally, 8:00am – 4:30pm, M – F, with occasional schedule adjustments to accommodate program and participant needs.

**How to Apply**

Please submit a cover letter and resume Attn: Community Program Manager at [employment@alexandrahouse.org](mailto:employment@alexandrahouse.org)  
Position open until April 21, 2023. **Optional:** In lieu of a cover letter, you may submit a 2–4-minute self-recorded video telling us a bit about yourself and why you are interested specifically in this job.

\*\*\*No phone calls or emails please. This email address is only for receiving resumes. Qualified applicants will be contacted within one business day after resumes are received.