ROCKY MOUNTAIN
victim law center

Victim Services Specialist

1.0 full-time equivalent, Salaried, Exempt
Hiring Range: $42,500 – $49,938

SUMMARY
Rocky Mountain Victim Law Center (RMvlc) elevates victims’ voices, champions victims’ rights, and transforms the systems impacting them. RMvlc is seeking a Victim Services Specialist who will be primarily dedicated to providing support, advocacy, and legal case management to survivors engaged with RMvlc’s Title IX Legal Services Program. In collaboration with other RMvlc staff members, this position will assist with the prioritization and selection of cases. The Victim Services Specialist is also responsible for providing technical assistance to service providers and occasionally will be asked to conduct outreach as well as trainings in the community related to Title IX.

Specific Duties & Responsibilities:
- Schedule and conduct initial needs assessments and intakes with victims who contact RMvlc for services and service providers who seek technical assistance from RMvlc.
- Work in collaboration with RMvlc staff to determine the legal needs of victims related to criminal, civil, and Title IX issues that stem from victimization.
- Assist clients receiving services through RMvlc including, but not limited to, the provision of victim advocacy and support, legal and other resources, and legal information.
- Provide clients and service providers with information about the criminal and civil legal systems, and the rights afforded to victims under Title IX in educational settings.
- Maintain necessary case files and documentation for clients.
- Schedule presentations and trainings related to victims’ rights and legal options.
- Provide trainings and presentations related to Title IX, victims’ rights, and other topics as requested.
- Assist in gathering grant data, evaluation surveys, and research assessments for all clients and programs per RMvlc policies and procedures.
- Represent RMvlc at community meetings and collaborative efforts as requested.
- Perform other duties as necessary.
Duties Specific to the Title IX Program

- Assist in scheduling and attending outreach throughout Colorado related to the Title IX program.
- Implement activities assigned under the Title IX Program Plan.
- Assist with necessary program development tasks as needed.

Minimum Qualifications:

- Bilingual Spanish-speaking strongly preferred.
- Bachelor’s degree in social work, similar field, or similar experience and 2-5 years of related experience.
- Knowledge of the criminal and civil legal system and Title IX protections.
- An understanding of trauma and experience working with victims.
- Demonstrated understanding of victim issues and a passion for RMvlc’s mission.
- Strong written and verbal skills.
- Experience working in collaboration and partnership with other victim service providers and multidisciplinary teams.
- Exceptional time-management and the ability to manage multiple projects and tasks.
- Excellent organizational skills and the ability to prioritize projects.
- Computer literacy including Microsoft Office products: Word, Excel, and PowerPoint.
- Conflict management skills.
- Demonstrated high level of diplomacy, sound judgment, and discretion when dealing with clients, volunteers, and other community professionals.
- Strong work ethic, initiative, self-motivation, flexibility, and attention to detail.

TO APPLY

Please submit a cover letter, resume, writing sample, and salary history by email to Emily Tofte Nestaval, Executive Director, at emily@rmvictimlaw.org. Include, “Victim Services Specialist” in the subject line.

Applications will be accepted until position is filled. Applications received by February 14, 2020 will be given priority.

No phone calls please.