

Satilla Advocacy Services

Position Description

Position Title: **Victims Services Coordinator/ Victims Compensation Specialist**

This Position Reports To: **Executive Director**

Position Summary:

This position schedules and coordinates all victim related services and maintains the daily function of rape crisis and child advocacy.

Position Duties and Responsibilities:

- Coordinates appointments and referrals of clients for mental health, medical, and legal follow-ups
- Responsible for intake of all victims including the completion of necessary intake paperwork and creating charts and labels for each patient
- Adheres to all confidentiality policies and victims' rights
- Coordinate with DFACS and Law Enforcement when copies of file documentation are needed, adhering to all SAS policies and procedures
- Maintains survey statistical data on clients for grant purposes
- Submit DHR statistical data reports quarterly
- Input data and monitor statistical data
- Manage 24- hour crisis line during regular work hours and provide crisis intervention and referrals.
- Assist patients with Victim's Compensation documents, submit Victim's Compensation claims and monitor progress of payments
- Follow up on victims within 24-48 hours after intake
- Monitor office supplies and order accordingly
- Responsible for mail pickup and delivery
- Responsible for accepting subpoenas, pulling charts for those subpoenas and notifying all parties involved (family, client, staff etc.)

This is a full-time position with benefits in our Coffee Co Center.

Qualifications:

Associates Degree, or 5 years' experience in working with victim services.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Signature

Date