



Healing Native Hearts Coalition

POSITION DESCRIPTION

Lead Advocate

Title:	Lead Advocate
Post date:	October 20, 2023
Close date:	November 20, 2023; or until Filled
Location:	Fairbanks, AK
Compensation:	Exempt
Type of Position:	Full-time, Permanent
Reports to:	Executive Director

PURPOSE SUMMARY:

As a Lead Advocate, your purpose would be to assist the Executive Director in providing exceptional client services for victims of crimes. You will play a crucial role in advocating for the needs and rights of these individuals, ensuring they receive the necessary support and resources throughout their journey towards healing and justice. Your responsibilities may include coordinating with law enforcement agencies, legal professionals, and other organizations involved in the criminal justice system to ensure a comprehensive and compassionate approach to client care. Additionally, you will be responsible for developing and implementing strategies to enhance client services, such as organizing support groups, providing crisis intervention, and facilitating access to counseling or other specialized services. Overall, your role as a Lead Advocate will be to provide empathetic and knowledgeable assistance to victims of crimes, empowering them to navigate the complexities of the legal system and rebuild their lives with dignity and resilience.

DUTIES & RESPONSIBILITIES:

1. **Providing Direct Client Support:** Offer compassionate and empathetic support to victims of crimes, ensuring their immediate needs are met. This could involve conducting intake assessments, providing crisis intervention, and offering emotional support throughout the legal process.

2. **Advocacy and Case Management:** Serve as the primary point of contact for clients, acting as their advocate within the criminal justice system. Assist clients in understanding their rights, navigating legal procedures, and accessing necessary resources such as legal aid, counseling services, or emergency housing.
3. **Coordination and Collaboration:** Collaborate with law enforcement agencies, legal professionals, social service providers, and community organizations to coordinate services and ensure a holistic approach to client care. Facilitate effective communication and information sharing among all parties involved in a victim's case.
4. **Needs Assessment and Referrals:** Conduct thorough assessments of clients' needs and develop individualized service plans accordingly. Provide appropriate referrals to internal or external resources, such as support groups, medical services, or financial assistance programs.
5. **Documentation and Reporting:** Maintain accurate and confidential client records, documenting all interactions, services provided, and progress made. Prepare regular reports on caseloads, service statistics, and outcomes for the Executive Director and funding agencies as required.
6. **Training and Education:** Develop and deliver training programs or workshops to educate clients, community members, and professionals on topics related to victim support, crime prevention, and legal rights. Stay updated on relevant laws, policies, and best practices in victim services.
7. **Program Development and Enhancement:** Collaborate with the Executive Director to identify gaps in services and develop strategies to improve or expand client support programs. Participate in strategic planning, grant applications, and fundraising efforts to sustain and grow the organization's services.
8. **Team Leadership:** Provide guidance and supervision to a team of advocates or volunteers, ensuring quality service delivery and adherence to ethical standards. Foster a positive and inclusive team environment that promotes continuous learning and professional growth.
9. Other duties as assigned

SUPERVISORY RESPONSIBILITIES

Supervisor duties, up to four advocates

QUALIFICATIONS

- AA, BA, or MA degree in psychology, social work, criminal justice is preferred although job experience will be considered. Experience will be considered on a year-for-year basis.



- A demonstrated understanding of violence against Native women crimes and responses throughout the country, especially throughout Indian country and Alaska Native villages and in Hawaii.
- Excellent computer skills, including Word, Excel, PowerPoint, Photoshop, Google Drive, Google Calendar, etc
- Excellent oral, written and interpersonal communication skills. Ability to resolve issues quickly and make decisions in a collaborative culture. Demonstrated ability to develop and maintain effective working relationships.
- Be a self-starter as well as able to work as a team member
- Supervisory experience
- Trustworthy
- Excellent time management skills

PHYSICAL DEMANDS

An individual will be required to work most hours in a general office environment and will need to be able to quickly respond to a change in work demands. Occasional light lifting (1-25 lbs.) is required. *[Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].*

The Healing Native Hearts Coalition is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, national origin, disability, veteran status or other characteristics protected by law.

Healing Native Hearts Coalition grants an employment preference first to the Healing Native Hearts Coalition interior membership and their spouses or descendants, and second to Alaska Natives in accordance with P.L. 93-638.

**Interested applicants may apply by sending a cover letter,
resume, and list of three references to
executivedirector@hnhcoalition.org**