

**City of Lowell**  
**Job Description**  
**Please Post: March 22, 2016**  
**Deadline: April 5, 2016**  
**Police Department**  
**Victim Advocate – Family Services Section**

**Job Title:** Victim Advocate – Family Services Section (1100-DH07, 2262)  
**Department:** Police Department  
**Reports To:** Family Services Section Lieutenant  
**Salary:** \$42,915.60 (min) to \$50,311.56 (max); 40 hours/week; GRANT FUNDED

**SUMMARY**

The Lowell Police Department is seeking a bi-lingual Victim Services Advocate, to work as part of the Office on Violence Against Women “Grants to Encourage Arrests” program. This position will act as a liaison between police and the community in an effort to increase access of direct services to victims of domestic violence.

**ESSENTIAL DUTIES / RESPONSIBILITIES** include the following.

- Knowledge of the Office on Violence Against Women “Grants to Encourage Arrests” program, federal grant requirements and federal financial requirements.
- Provide assistance to victims and witnesses with court proceedings, restraining orders and service referrals at the Family Services Section.
- Provide follow-up telephone services for victims and witnesses.
- Serve as a liaison to grant partners and other service providers on the initiative’s activities with particular emphasis on enhancing victim safety and offender accountability.
- Reach out to Lowell’s immigrant population to develop better practices for victim safety and offender accountability in the area of domestic violence.
- Provide translation assistance to victims and witnesses of domestic violence.
- Collect and input restraining orders into an electronic database.
- Ability to work flexible hours including evening and early morning hours.
- Maintain information for timely submission of all program progress and financial reports.
- Work with local and national evaluators on project implementation.
- Organize and facilitate meetings; attend training sessions.
- Strong oral and written communication skills.
- Other duties assigned.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree required.
- Bachelor's Degree in Social Work, Psychology or Criminal Justice preferred.
- Strong leadership, organization, facilitation, presentation and interpersonal skills required.
- Strong writing skills required.
- Experience working with diverse communities, criminal justice agencies, as well as knowledge of prevention, intervention and enforcement strategies, particularly as it relates to the area of domestic violence.
- Meeting facilitation skills.
- Experience in completing appropriate documentation including progress and financial reports, as well as reports on program goals and objectives.
- Experience working with members of the public.
- Experience working with victims of crime preferred.
- Bi-lingual Spanish and English or Khmer and English fluency required.
- Spanish, English, Portuguese, and Khmer fluency preferred.

#### **LANGUAGE SKILLS**

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of supervisors, partners and the general public.
- Ability to read and interpret documents and financial reports.

#### **MATHEMATICAL SKILLS**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Ability to apply concepts of basic algebra and geometry. Ability to create databases and conduct statistical evaluations.

#### **REASONING ABILITY**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires physical with drug screen, and CORI post offer.

*Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ April 5, 2016. Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov)*

**EOE/AA/504 Employer**