



Working  
Against  
Violence for  
Everyone

## JOB DESCRIPTION

# Victim Assistance Specialist

**EMPLOYMENT STATUS:** Part time (20 hours/week)

**SALARY:** \$27.00/hr

**SHIFT:** Day shift with occasional nights and weekends

**REPORTS TO:** Executive Director

**POSITION CLOSING DATE:** Open until filled

**LOCATION:** Petersburg, AK

## About WAVE

Working Against Violence for Everyone (WAVE) is a non-profit organization offering domestic violence and sexual assault advocacy and prevention programming in Petersburg, Alaska. WAVE believes that the root of violence lies in systems of oppression and to end the violence we must address these systems. WAVE strives to address our focal societal issues by both helping victims who are currently working to survive in the moment and also proactively taking steps to help prevent these issues from happening to others in the future. A small, independent nonprofit, we are continually seeking ways to grow and better serve our community.

## The Position

WAVE is seeking a part-time Victim Assistance Specialist to play a pivotal role in our mission to end domestic violence and sexual assault while empowering individuals to make informed choices. The Victim Assistance Specialist will report directly to the Executive Director and will be instrumental in providing support to survivors and raising awareness. The ideal candidate will have an interest in working towards ending domestic violence and sexual assault while empowering people to make their own choices and explore options. Our goal is to foster professional growth, and we intentionally support staff development through relevant training workshops and educational opportunities. We recognize that this type of work comes with exposure to trauma, and we prioritize the well-being of our staff and work to create a sustainable work environment. Our office culture is centered around the ongoing practice of self-care. We offer self-care time, holiday pay, and paid time off, and we encourage a healthy work-life balance. Our staff and volunteers assist and advocate for participants, using a trauma-informed approach while focusing on prevention.

## Job Duties:

### **Advocate-Initiated Response:**

- Provide crisis intervention and emotional support to survivors of sexual assault and domestic violence
- Conduct initial assessments to identify survivors' immediate needs and safety concerns
- Assist survivors in understanding their rights and available resources
- Offer information on legal processes and provide support during court proceedings, if applicable

### **Collaborations with Agencies**

- Collaborate closely with local law enforcement agencies to ensure a coordinated response to incidents of sexual assault and domestic violence
- Participate in meetings and trainings with police officers to improve their understanding of trauma-informed responses.
- Assist police in reaching out to victims and connecting them with resources and services
- Work in partnership with the Sexual Assault Response Team (SART), which includes professionals from law enforcement, healthcare, and advocacy sectors

### **Community Outreach and Education**

- Conduct outreach and awareness campaigns to educate the community about sexual assault and domestic violence prevention
- Develop and deliver training programs on these topics for community groups, schools, and local organizations
- Educate public and program participants with basic information on power-based violence including: systems of oppression, power dynamics, sexual assault, lethality and safety planning
- Facilitate education and/or support groups, as needed

### **Data Collection and Reporting**

- Maintain accurate records of client interactions, services provided and outcomes
- Compile statistical data and generate reports as required for grant reporting and program evaluation

### **Advocacy Services**

- Providing crisis intervention, advocacy and support to victims of power-based violence and their children over the telephone, online, and in person
- Provide legal and systems advocacy with law enforcement, courts, medical services, employment and other organizations
- Screen for admittance to services; Refer all individuals not meeting our admittance criteria to the proper community agency
- Attend sexual abuse response exams when needed outside of normal business hours
- Available one week a month for on-call response
- Assist in the training of new relief, permanent or volunteer advocates on policies and procedures as requested
- Meet regularly with supervisor for supervision and support
- Build and support equity for underserved populations
- Report cases of suspected abuse or neglect of children or vulnerable adults to the Alaska Office of Children's Services or Adult Protective Services, as required
- Light cleaning duties
- Participate in the performance of other tasks essential to program operation and maintenance
- Comply with WAVE personnel and administrative policies

### **Preferred Qualifications:**

- Have a thorough understanding of systems of oppression as the root cause of power-based violence
- Experience with providing services with a trauma informed approach

- Have computer skills, including database entry
- Experience in social work, women's studies, education or a related field is desirable.
- WAVE strongly encourages former service recipients of WAVE and those with lived experience with power and/or gender based violence to apply

## Minimum Qualifications:

- Ability to work independently, adaptable to change and self-directed
- Willingness to learn about root causes of power-based violence and trauma informed service delivery and apply knowledge to service delivery
- Pass a fingerprint FBI background check
- Maintain confidentiality statutes
- Support WAVE's Philosophy: *WAVE believes that violence is an unacceptable way to deal with problems and that everyone has the right to be free from violence in their homes. Our goal is to provide a place where anyone, regardless of sex, age, race, or sexual orientation, can go to be safe and explore their options.*
- CPR/First Aid certification or obtain within 3 months of hire
- Complete 40 hours of training in domestic violence or sexual assault, crisis intervention, victim support, treatment and related areas training within 3 months of hire

## Benefits:

Flexible paid time off; 13 paid holidays; paid self-care time; retirement (up to 4% match after one year of employment); vision, dental & life insurance premiums paid by WAVE, training and professional development opportunities.

**To apply, please submit a cover letter and resume to [careers@petersburgwave.org](mailto:careers@petersburgwave.org)**

*WAVE is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*