

The structure of the OVC-funded Networks varies considerably. In some cases, a position within any particular Network may include elements of two or more of the general position profiles outlined below. The scope of each position as framed in a job description should be based on the unique structure of a network and evolve with the evolution of the Network.

Project ManagerDuties

- Coordinate inter-organization relationships, operations and communications, particularly with and among:
 - Planning team (e.g., communicate, set agendas, facilitate, minutes)
 - Steering/Advisory Committee (e.g., recruit & communicate with members, set agendas, facilitate meetings, minutes)
 - Partners (e.g., communication, Memorandum of Understanding compliance)
 - Pro Bono attorneys, law clinics and other resources
 - National victim services community
- Administer project
 - Develop vision, strategy, tactics (including short- and long-term goals)
 - Promote sustainability of the project
 - Oversee grant management (e.g., application, reports, required meetings, trainings, budget, compliance)
 - Develop & coordinate deployment of Needs Assessment in coordination with research team; understand research method choices: e.g., focus groups, surveys, interviews
 - Coordinate Development/Review Implementation Plan, including operational policies and protocols
 - Direct technology integration (e.g., website development, coordination with vendors)
 - Oversee navigators, staff attorneys and other Network personnel
 - Develop/Maintain curriculum, procedures manuals, orient new staff and volunteers
 - Collect, track and review evaluation data
- Maintain knowledge of
 - Victim Services Resources/Resource List
 - Legal Service Delivery Models
 - Crime & Victimization Data
- Coordinate community outreach and marketing
- Provide/Coordinate training and technical assistance with community partners
- Provide case management as needed
 - Conduct intake and assessment, screening
 - Respond to hotline/helpline and website requests, receive referrals
 - Perform navigation, linking clients to other resources in the Network¹

¹ The scope of navigation may vary for each Network, but typically may include ensuring the client's informed consent for any information to be shared, verifying capacity at the referral point, accompanying or otherwise performing a "warm hand-off" to the referral point and/or following-up to ensure that needs were met.

- Provide advocacy, crisis intervention

Qualifications

- JD and/or MSW
- [Number of] years of experience
- Specific experience with
 - Legal systems & services (e.g., criminal, civil, administrative, etc.)
 - Working with crime victims or persons in trauma
 - Working with marginalized communities
 - Grant management, budgeting
 - Project management
 - Systems Design
 - Policy Development
 - Coalition building, collaboration
 - Group facilitation
 - Training
- Possess an understanding of victims' needs and rights
- Extensive knowledge of services available, and how services coordinate
- Familiarity with confidentiality, privacy & privilege law in local jurisdiction(s)
- Commitment to the mission of the organization and the Network
- Commitment to diversity and social justice
- Excellent communication skills (verbal, written)
- Bi- or multi-lingual
- Computer literacy
- Detail oriented

Navigator/Case Manager

Duties

- Provide case management
 - Conduct intake and assessment, screening
 - Respond to hotline/helpline and website requests, receive referrals
 - Perform navigation, linking clients to other resources in the Network²
 - Provide advocacy, crisis intervention
- Work with individuals from diverse backgrounds, identities and communities
- Provide client-centered services
- Build/Maintain relationships with community resources
- Develop/Maintain a community resource guide
- Maintain records in accordance with confidentiality laws and procedures
- Provide legal support to attorneys (paralegal)
- Draft and prepare forms, correspondence, case summaries (paralegal)
- Gather information, documents, etc. (paralegal)
- Assist with grant reports
- Provide presentations, training & outreach

Qualifications

- Varies depending on level of responsibility: MSW, Bachelors, Paralegal
- [Number of] years of experience
- Specific experience with
 - Legal systems & services (e.g., criminal, civil, administrative, etc.)
 - Working with crime victims or persons in trauma
 - Working with marginalized communities
 - Grant management, budgeting
 - Project management
 - Coalition building, collaboration
 - Group facilitation, conflict management
 - Training
- Possess an understanding of victims' needs and rights
- Demonstrate compassion, professionalism, a trauma-informed perspective, and a commitment to an empowerment philosophy
- Extensive knowledge of local services available, and how services coordinate
- Familiarity with confidentiality, privacy & privilege law in local jurisdiction(s)
- Ability to maintain confidentiality
- Commitment to the mission of the organization and the Network
- Commitment to diversity and social justice
- Excellent communication skills (verbal, written)
- Bi- or multi-lingual

² The scope of navigation may vary for each Network, but typically may include ensuring the client's informed consent for any information to be shared, verifying capacity at the referral point, accompanying or otherwise performing a "warm hand-off" to the referral point and/or following-up to ensure that needs were met.

- Computer literacy
- Detail oriented
- Ability to work independently & part of a team, self-motivated
- Ability to be flexible, manage multiple priorities

Attorney

Duties

- Provide client-centered representation (civil, victims' rights, etc.)
- Work with individuals from diverse backgrounds, identities and communities
- Provide case management as needed
 - Conduct intake and assessment, screening
 - Respond to hotline/helpline and website requests, receive referrals
 - Perform navigation, linking clients to other resources in the Network³
 - Provide advocacy, crisis intervention
- Maintain accurate and confidential records
- Develop/Maintain pro bono attorney network
- Build relationships with community resources
- Develop/maintain resource and referral lists
- Coordinate community outreach and marketing
- Provide/Coordinate training and technical assistance with community partners
- Maintain knowledge of
 - Victim Services Resources/Resource List
 - Legal Service Delivery Models
 - Crime & Victimization Data

Qualifications

- JD
- [Number of] years of experience
- Specific experience with
 - Legal systems & services (criminal & civil)
 - Working with crime victims or persons in trauma
 - Working with marginalized communities, low-income populations
 - Training of diverse audiences
 - Group facilitation
- Possess an understanding of victims' needs and rights
- Demonstrate compassion, professionalism, a trauma-informed perspective, and a commitment to an empowerment philosophy
- Extensive knowledge of local services available, and how services coordinate
- Familiarity with confidentiality, privacy & privilege law in local jurisdiction(s)
- Ability to maintain confidentiality
- Commitment to the mission of the organization and the Network
- Commitment to diversity and social justice
- Excellent communication skills (verbal, written)
- Bi- or multi-lingual
- Computer literacy

³ The scope of navigation may vary for each Network, but typically may include ensuring the client's informed consent for any information to be shared, verifying capacity at the referral point, accompanying or otherwise performing a "warm hand-off" to the referral point and/or following-up to ensure that needs were met.

- Detail oriented
- Ability to work independently & part of a team, self-motivated
- Ability to be flexible, manage multiple priorities