



JOB DESCRIPTION: JUVENILE ADVOCATE

St. Louis Metropolitan Police Department Partnership

FTE: 1.0 or .50

General Responsibilities

Under the supervision and direction of the Executive Director and the Advocacy Programs Director of the Crime Victim Center, is responsible for providing case management and youth services to at-risk juveniles and their families within the St. Louis Metropolitan Police Department (SLMPD) to overcome the negative and dehumanizing impact of crime on their lives. Includes identifying at-risk juveniles, witnesses, and family members to intervene and provide information to reduce the likelihood of youth retaliatory violence.

Victim/Youth Services

- Provide case management and victim/youth services to youth and their families who have been referred by St. Louis Metropolitan Juvenile Division. Case Management services include crisis intervention, supportive listening and validation, advocacy (with property owners, creditors, employers, family, medical staff, etc.), information and referral services, follow-up, and assistance filing victim compensation claims.
- Provide information to clients regarding law enforcement and Criminal Justice System processes.
- Conduct outreach to families of youth to provide information on reducing the likelihood that youth commit retaliatory violence.
- Maintain computerized records according to agency policy and procedure.

Program Management

- Maintain Juvenile Division in St. Louis City caseload
- Assist in facilitating youth support groups with SLMPD and/or CVC Counseling Services
- Ensure clients needing follow-up services are referred to other agencies as appropriate.
- Conduct client satisfaction surveys.
- Maintain database responsibilities for the program, responsible for the monthly statistical report, daily case updates, and review of client intakes and notes on weekly basis.
- Regular attendance at monthly staff meetings, case review, and supervision.
- Join and actively participate in a CVC agency committee.
- Attend Youth Violence Prevention Partnership Meeting, as well as other relevant community meetings.

Interagency Networking

- Contacts and develops effective working relationships with other service providers and allied professionals and relevant social service agencies/professionals in order to bring about a seamless effective service delivery.
- To establish and maintain working relationships with community agencies/locations to be able to serve clients onsite and their locations for better accessibility.
- Identifies, with the help of clients and other social service agencies, the origin of the barriers to accessing services at CVC and, when able, provides solutions to these barriers.

Professional Development

- Attends seminars, workshops, and training sessions to keep abreast of developments in the field of victim services and developments in social services as they pertain to client accessibility.
- Reads articles, reports, and books relevant to victim/client services and related research and/or legislation.
- Keeps current with evolving best practices for youth violence prevention

Employment Standards

- Bachelor's degree in psychology, criminal justice, social work, urban affairs or related field, or equivalent experience.
- Previous experience working with juveniles required; previous experience with police collaboration preferred.
- General knowledge of human behavior and social systems with the ability to establish and maintain helping relationships.
- Ability to respond effectively to people in crises and to people of different ethnic backgrounds with dignity and respect.
- Ability to function effectively and efficiently in a high-crime area, while interfacing with other agencies and organizations.
- Excellent verbal and written skills, plus planning and organizational skills required.
- Must have own transportation, be willing to work some evening and weekend hours.

Fringe Benefits

- Annual leave, parental leave, employer's share of FICA, unemployment and worker's compensation insurance; health insurance.
- Paid parking for offsite locations.

CVC is an equal opportunity employer