



LKLP
Community
Action

398 Roy Campbell Drive | Hazard, KY 41701
606.436.8853 Office
606.487.1872 Fax
LKLP.org

Job Announcement

VOCA Director-Counselor

The LKLP Community Action Council, Inc. is seeking a qualified individual for the position of VOCA Director-Counselor for the Victims of Crime Act program based in Hazard, KY. This is a full-time Exempt position working primarily Monday through Friday from 8:00 am until 4:30 pm. The starting salary is \$52,083 annually with meeting the minimum requirements. Pay could be higher based on education and/or experience.

Benefit package includes Paid Vacation, Paid Sick Leave, Paid Holidays, State Retirement, 401k, Health/Vision Insurance, Dental Insurance, Life Insurance, Cancer Insurance, and AFLAC coverage.

Responsibilities include providing overall management and supervision of the Victims of Crime Act (VOCA) Program and providing therapeutic counseling to victims of all types of crime in the eight county Kentucky River Area Development District.

Education requirements are Master's degree in social work, human services, criminal justice or related field with a Licensed Clinical Social Work (LCSW) certification and active license, from an accredited college or university. Two years' experience providing direct services preferred. A minimum of two years supervisory experience is required. Approval of selected candidate qualifications is required by VOCA funding source prior to hiring. A complete job description is attached for more detailed duties and responsibilities.

If interested, send a letter of intent along with an updated resumé and a completed application to apply to Attention: Cindy Gross, LKLP Community Action Council, Inc., 398 Roy Campbell Drive, Hazard, KY 41701, or by fax to 606-439-0853 or email to applications@lklp.net. Letter of intent, application and resumé (with references) must be submitted no later than the close of business on November 12, 2021. Applications are available online at www.lklp.org.

LKLP Community Action Council, Inc., is an Equal Opportunity Employer and Service Provider.





Job Description

Name: _____

Job Title: VOCA Director/Counselor
Department: Victims of Crime Assistance
Reports To: Chief Operating Officer
FLSA Status: Exempt
Prepared By: Cindy Gross
Prepared Date: October 2021
Approved By: Chief Operating Officer

SUMMARY

Provides overall management and supervision of the Victims of Crime Act (VOCA) Program and provides therapeutic counseling to victims of all types of crime in the eight county Kentucky River Area Development District.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for maintaining the Victims Services Programs' operations on a day-to-day work schedule with hours in compliance with LKLP Personnel Policies and Procedures, but with enough flexibility to accommodate the needs of clients.

1. Provide VOCA training to staff and volunteers regarding crisis management, communication and counseling skills, and other VOCA responsibilities.
2. Facilitate regularly scheduled staff meetings.
3. Reviews VOCA activities and time sheets weekly.
4. Organize and maintain the record system and casework records, as required.
5. Works collaboratively with other human service agencies in the community, including educational facilities (elementary through college level), civic organizations, churches, hospitals and other medical providers.

Responsible for providing direct support, advocacy, trauma-informed and short-term crisis counseling to crime victims, including:

1. Serves as a liaison between the victim and law enforcement and medical personnel.
2. Serve as an advocate for victims in criminal justice settings.
3. Assist victims immediately following the crime in any capacity within the scope of the problem.
4. Assist victims in identifying and accessing appropriate resources, and refer victims to the appropriate community organizations.
5. Provide support by accompanying victims to receive emergency medical treatment, law enforcement interviews, meetings with attorneys, and court proceedings.
6. Adequately prepare victims for interacting with justice and service systems.
7. Provide education and information to other professionals and family members about the processes and dynamics of victim recovery during all stages of victim assistance.
8. Assist victims and the public with inquiries about the criminal justice and social services systems.

9. Make crime victims aware of the availability of all crime victims compensation programs and assist in completing required forms.
10. Assist in obtaining Civil Protection Orders and Temporary Protection Orders as appropriate.
11. Adhere to legal, ethical, and behavioral standards of conduct in all work and professional relationships.
12. Attend and engage in any training or educational opportunities recommended by the funding source.
13. Subject to emergency call-out and standby during off-duty hours in order to respond to a crisis.

Protect the confidentiality and privacy of persons receiving services.

Submit all monthly, bimonthly, and quarterly reports on time as required by agency and funding source.

Work with the Chief Operating Officer to develop a plan for evaluation of staff and project services, and other implementation and evaluation processes related to the operation of the program.

Exhibit excellent interpersonal and leadership skills.

Ability to maintain poise and self-control in crisis situations.

Ability to communicate with and be sensitive to the needs of people of various backgrounds.

Ability to focus and prioritize multiple projects simultaneously and meet deadlines.

Ability to develop and maintain effective working relationships with other agencies and to be cooperative in managing referrals.

Ability to manage time effectively and act professionally and responsibly in all work areas.

Ability to maintain a professional relationship with all entities of people (staff, Board Members, officials, stakeholders, and the general public).

Performs any other duties assigned by the Chief Operating Officer and/or Executive Director.

SUPERVISORY RESPONSIBILITIES

Responsible for the supervision of all staff and volunteers performing VOCA job responsibilities

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.

EDUCATION and/or EXPERIENCE

Master's degree in social work, human services, criminal justice or related field with a Licensed Clinical Social Work (LCSW) certification and active license, from an accredited college or university. Two years' experience providing direct services preferred. A minimum of two years supervisory experience is required. Approval of selected candidate qualifications is required by VOCA funding source prior to hiring.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Required to attain all certifications, licenses and registration as directed by the Executive Director, the LKLP Board of Directors, and state and federal funding entities. Valid Kentucky Driver’s License required. Licensed Clinical Social Work (LCSW) certification and active license.

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 regularly required to sit and talk or hear. The employee is occasionally required to stand and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. May be required to drive a vehicle for long periods of time.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work environment is moderately quiet. Position requires the ability to handle multiple tasks with efficiency. Effective communications skills are required. Must be able to meet deadlines.

Step: _____

Grade: _____

Employee Signature: _____

Supervisor Signature: _____

Date: ____ / ____ / ____

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.



APPLICATION FOR EMPLOYMENT

L.K.L.P. Community Action Council, Inc.

An Equal Opportunity Employer

Contact Numbers
 Phone (606) 436-8853
 FAX (606) 487-1872
<http://www.lklp.org>

POSITION APPLIED FOR: You must fill out all sections of this application completely and honestly. This information will be used to determine your eligibility for this position. All application materials become the property of LKLP CAC, Inc., and will not be returned. (NOTE: A separate application must be completed for each position for which you are applying.)

Title	Department	Vacancy #	Recruiter
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PERSONAL INFORMATION

Name (Last, First, Middle Initial)		Social Security Number	
Address (Street, City, State, Zip Code)			
Home Phone Number () ()	Work Phone Number () ()	May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a LKLP employee in layoff status <input type="checkbox"/> Yes <input type="checkbox"/> No
Age <input type="checkbox"/> Less than 14 <input type="checkbox"/> 14 - 17 <input type="checkbox"/> 18 or over		Have you been employed under other names? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List Name(s):			
Are you now or have you been employed by LKLP Community Action Council <input type="checkbox"/> Yes <input type="checkbox"/> No			
List dates, locations, and department(s):			
Are you related to anyone currently employed by LKLP Community Action Council OR now serving on the Board of Directors? <input type="checkbox"/> Yes <input type="checkbox"/> NO			
List Name and relationship:			
How did you find out about this job opening?			
<input type="checkbox"/> Web Site		<input type="checkbox"/> Human Resource Office	
<input type="checkbox"/> Newspaper (Identify) _____		<input type="checkbox"/> LKLP Employee	
		<input type="checkbox"/> Other (Please Explain) _____	
Are you authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>If employed, you must show documents that prove your identity and employment eligibility as required by the Immigration Reform and Control Act of 1986.</i>			
Have you ever pled guilty, or no contest to, or been convicted of any misdemeanor or felony? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you been arrested for any matters for which you are out on bail or on your own recognizance pending trial? <input type="checkbox"/> Yes <input type="checkbox"/> No			
NOTE: Answering "Yes" to these questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (Do not include minor traffic citations and arrests and convictions which have been sealed or expunged in answering this question).			

EDUCATION & SKILLS

Please list all education beginning with most recent. Indicate a diploma or degree, if completed, including GED it obtained.

Name & Location of School	# of yrs. Complete	Graduated	Degree & Major
College		<input type="checkbox"/> Yes If no, approx. number of credit hours completed	
Other		<input type="checkbox"/> Yes If no, approx. number of credit hours completed	
Other		<input type="checkbox"/> Yes If no, approx. number of credit hours completed	
High School/GED		<input type="checkbox"/> Yes If no, approx. number of credit hours completed	

OFFICE/COMPUTER SKILLS

<input type="checkbox"/> Word Processing	<input type="checkbox"/> Presentation Software	<input type="checkbox"/> Transcription	<input type="checkbox"/> Apple/Mac
<input type="checkbox"/> Database	<input type="checkbox"/> Desktop Publishing	<input type="checkbox"/> Medical Terminology	<input type="checkbox"/> Ten key by touch
<input type="checkbox"/> Spreadsheet	<input type="checkbox"/> Typing _____ wpm	<input type="checkbox"/> PC/IBM	<input type="checkbox"/> Switchboard

SKILLS/CERTIFICATIONS/PROGRAMMING LANGUAGES: List technical or specialized skills/credentials relevant to this job, including driver's license (list type of license and name of state where issued), certifications, professional license, registrations held (include certification/registration number and expiration date) and knowledge of any computer programming languages or software.

EMPLOYMENT HISTORY: List all employment including military and volunteer service *starting with the most current position held*. Show employment history for at least **10 years** or from the time you left school (supplemental sheets available). Explain gaps in employment history. You may attach a resume, *but you must complete the employment section*. This information will be used in reference checks. Failure to answer all items in the following section may eliminate you from further consideration.

Dates Employed (month/year) From: _____ To: _____		Position Title	
Salary Start: \$ _____ Final: \$ _____		Organization Name/Address	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time, hrs/wk			
May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's Name/Title/Phone:	Reason For Leaving:
Duties:			

Dates Employed (month/year) From: _____ To: _____		Position Title	
Salary Start: \$ _____ Final: \$ _____		Organization Name/Address	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time, hrs/wk			
May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's Name/Title/Phone:	Reason For Leaving:
Duties:			

REFERENCES: Please list 3 references that may be contacted that can provide information based on your personal character. Please do not list an references included in the Employment History section above.

NAME	ADDRESS	TELEPHONE NUMBER

PLEASE READ CAREFULLY AND SIGN - I certify that the above statements are correct. I understand that any false information (or omissions) in this application, or its supporting documents, will be sufficient grounds for refusal to hire me or termination without notice. I agree that all rules, orders, and regulations of the Board of Directors affecting my employment shall constitute a part of my appointment or employment. I further understand that LKLP Community Action Council has the right to review my education, previous employment, driving, and criminal records and other background data.

APPLICANT'S SIGNATURE: _____ DATE: _____

NOTICE OF NONDISCRIMINATION - Per Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, LKLP does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as disabled veteran or veteran of the Vietnam Era. Any person having inquiries concerning LKLP Community Action Council's compliance with these regulations is directed to contact the LKLP Affirmative Action representative or the LKLP Executive Director. Inquiries should be directed to LKLP Community Action Council, Affirmative Action Office, 398 Roy Campbell Drive, Hazard KY 41701, 606-436-8853.