



LKLP
Community
Action

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Job Announcement

VOCA/Safe House Advocate Case Worker **50% VOCA – 50% Safe House**

LKLP Community Action Council, Inc. has a grant funded position opening for a VOCA (Victim of Crime Assistance) Victim Services Case Worker/ Safe House Domestic Violence Advocate. The VOCA grant, Grant Number, VOCA-2021-L.K.L.P.-00005, is renewable annually through the Kentucky Justice and Public Safety Cabinet by the U.S. Department of Justice. This position is full time with a starting pay rate of \$13.93/hr. Pay could be higher based on education and/or experience. The position involves working directly with victims in crisis and requires excellent computer skills, including Word and EXCEL, good written and oral communication skills, and a valid driver's license. A bachelor's degree is preferred and the position requires shift work that may include evening, night, and weekend work, and travel for work and trainings. Travel is required to the district and family courts in the counties of Breathitt, Wolfe, Lee and Owsley weekly. Please see the attached job description for more details.

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.

To apply you must provide a cover letter, a resume with three professional references, and a completed LKLP job application. Applications are to be sent 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. Cover letter, application and resume' (with three professional references) must be submitted. This position will be open until filled. Applications are also available online at www.lklp.org under the icon, "Administration" by clicking "Jobs" for job postings and then clicking a link to the application.

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



LKLP
Job Description

Name: _____

Job Title: VOCA(Victims Services)/Safe House Advocate Case Worker
50% VOCA – 50% Safe House
Department: Domestic Violence Shelter Program/VOCA
Reports To: Domestic Violence Shelter Program Director/VOCA Director
FLSA Status: Nonexempt
Prepared By: Cindy Gross
Prepared Date: May 2022
Approved By: Chief Operating Officer

SUMMARY

Case Workers / Victim Advocates are responsible for working directly with victims in crisis. All job responsibilities listed are allowable for VOCA and DV. VOCA staff may provide these services to victims of crime during their VOCA funded staff time. On DV time staff only provide the services to DV residents or outreach groups.

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

Be knowledgeable of the LKLP VOCA funded victims' services program and the LKLP Safe House Domestic Violence Program.

Answers and conducts business and crisis calls (completes a Crisis-In-Take form). Conducts active listening via phone and makes referrals to appropriate agencies.

Case Worker is to complete a client's In-Take, Goal Sheet, Entering Case Note, Progress Note and all other documentation that is required upon entry and exit.

Document daily Progress Notes.

Plans groups counseling and provides individual counseling upon request.

Compiles and completes DATA collection on each shift.

Serves as Victim Advocate, on behalf of survivors of violent crime, by means of provision of information about the criminal justice process, victims' rights, and how to obtain notifications.

Makes referrals

Maintains knowledge of Crime Victims Compensation and assists with completion of application

Accompany survivors to Emergency Medical Care

Accompaniment and advocacy for law enforcement interview

Coordination of child or dependent care assistance

Aid in return of property or personal effects

Providing access to interpreter services and/or immigration assistance

Provision of Emergency Financial Assistance
Provides notification of Criminal Justice Events

Coordinate housing or shelter services

Assistance with relocation

Assist survivor with Victim Impact Statement

Assistance in obtaining protection or restraining orders

Works with other case workers in cohesive team designed to maximize the independence of victims, including coordination housing, shelter services, or assistance with relocation.

Completes reports and client notes on each shift.

Coordinates and assists with transportation, when possible.

Handles emergencies inside and outside the shelter in a calm and timely manner.

Provides referrals to other needed services, supports and resources, other victim service programs (when necessary), and assistance in applying for public benefits.

Provides outreach (satellite) services and education about violence related issues to nonresident victims, individuals or groups.

Works with other case workers in cohesive team designed to maximize the independence of victims of crime.

Attends VOCA training/staff meetings conducted by LKLP VOCA Director.

Attends State VOCA trainings as appropriate.

Keeps VOCA activities and time sheets daily.

Performs other services as identified and according to client needs, staff interests and abilities.

Be able to operate Security Alarm and Security Gate. Call 911 in case of emergency.

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.

Exhibits excellent interpersonal and leadership skills.

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.

Makes good use of time and acts professionally and responsibly in all work areas.

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

Performs all other duties as assigned by the Program Director and/or the Executive Director.

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

Associate's degree (A.A.) or equivalent from two-year college or technical school; six months to one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

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.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Required to attain all certifications, licenses and registration as required by the Executive Director, the Program Director and state and federal funding sources. Valid driver's 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 talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. 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.

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. Work schedule is varying. Part-time case workers will be expected to be on call should other staff become ill or have a personal injury or personal emergency. The

shelter works three shifts daily, seven days each week, and shift work is required of case workers. Additional hours over a standard work week may from time to time be required. Effective communications skills are a must.

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

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 #
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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 an 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"/> LKLP Employee <input type="checkbox"/> Newspaper (Identify) _____ <input type="checkbox"/> Other (Please specify) _____			
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
		<input type="checkbox"/> Yes	If no, approx. number of credit hours completed	
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 three references we may contact that can provide information based on your personal character. Please do not list any relatives or employers.

NAME	ADDRESS	TELEPHONE NUMBER

PLEASE READ CAREFULLY BEFORE SIGNING: 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:** _____

LKLP is an equal opportunity employer. LKLP does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex, sexual orientation, marital status, physical or mental disability, military status, or any other characteristic protected by law. Any person having inquiries concerning the Agency's compliance with these regulations is directed to contact the LKLP Equal Opportunity Officer or the LKLP Executive Director. Inquiries should be directed to:
LKLP Equal Opportunity Officer, 398 Roy Campbell Drive, Hazard, KY 41701 or via telephone at 606-436-8853.



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EEO-1 Voluntary Self Identification Form

The Equal Employment Opportunity Commission (EEOC) requires all private employers with 100 or more employees as well as federal contractors and first-tier subcontractors with 50 or more employees AND contracts of at least \$50,000 complete an EEO-1 report each year. Covered employers must invite employees to self-identify gender and race for this report.

Completion of this form is voluntary and will not affect your opportunity for employment, or the terms or conditions of your employment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by the Human Resources department. Please return completed forms to the HR department.

If you choose not to self-identify your race/ethnicity at this time, the federal government requires LKLP CAC, Inc. to determine this information by visual survey and/or other available information.

NAME: _____

JOB TITLE: _____

GENDER: (Please check one of the options below)

Male Female

RACE/ETHNICITY: (Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino): A person with origins in any of the original peoples of Europe, the Middle East or North Africa.

Black or African American (Not Hispanic or Latino): A person with origins in any black racial groups of Africa.

Native Hawaiian or Pacific Islander (Not Hispanic or Latino): A person with origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

Asian (Not Hispanic or Latino): A person with origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Native American or Alaska Native (Not Hispanic or Latino): A person with origins in any of the original peoples of North and South America and who maintains tribal affiliation or community attachment.

Two or more races (Not Hispanic or Latino): A person who identifies with more than one of the above races.

I do not wish to disclose.

SIGNATURE: _____

DATE: _____