

**CITY HALL**

400 Ella Street | Beatrice, NE 68310

Phone: 402.228.5200 Fax: 402.228.2312

SERVICE CENTER

500 North Commerce Street | Beatrice, NE 68310

Phone: 402.228.5211 Fax: 402.223.5181

**VICTIM ADVOCATE
(Part-time)****GENERAL DUTIES**

Provide a wide variety of direct services to victims of crime in Gage County. Some services provided may include: offering emotional support, crisis counseling, explaining victim's rights, assistance with obtaining protection orders, referring victims to supporting agencies, and follow up contact with victims.

SKILLS REQUIRED

- Excellent communication skills.
- Must keep confidential information confidential.
- Computer skills with experience in Microsoft Word and Excel preferred.
- Data Entry.

QUALIFICATIONS

- High school diploma or equivalent.
- Must be at least eighteen (18) years of age.
- Must possess a valid driver's license and maintain an insurable driving record.
- Educational background in criminal justice or related field such as social work, sociology, psychology, or related field preferred.
- Previous work experience in criminal justice or related field preferred.

COMPENSATION

Starting hourly rate for this position is \$12.00. Hours worked will be 20 hours per week.

APPLICATION PROCESS

Applications are available in the City Clerk's Office or online. Send application or resume to the following address:

City Clerk
400 Ella Street
Beatrice, NE 68310

Applications must be received by 5:00 p.m. on April 1, 2016.