



Victim Advocate

The Idaho State Police Forensic Services (ISPFS) is seeking a self-motivated individual to provide Victim Advocacy for the ISPFS Sexual Assault Kit Initiative (SAKI) program. ISPFS is seeking to recruit and hire a Victim Advocate in support of investigative, and prosecutorial needs of the ISPFS SAKI team. The Victim Advocate will specifically be asked to utilize their expertise in supporting victims as an integral part of the SAKI team that works with law enforcement agencies throughout Idaho to develop new leads in unsolved homicide and sexual assault cases. The Victim Advocate will also network with victim advocates from local prosecutor's offices, law enforcement agencies, and Victim Advocacy centers to coordinate training and protocols to support crime victims throughout Idaho.

The ideal candidate is highly organized, self-directed, and detail oriented. The candidate will also need to exhibit discretion in handling confidential or sensitive information.

This is a contract position with funding for at least three-years under the grant. ISPFS intends to write for additional grant funding in support of this position. The position includes a yearly evaluation.

Successful applicants will be required to complete a background investigation. Please review [ISP Employment Disqualifiers](#) and the [ISP Drug Policy](#).

EXAMPLE OF DUTIES:

- Perform Victim Advocate functions for the ISPFS SAKI Cold Case team;
- Provide emotional support, victims' rights information and assist in finding resources for victims and victim's families in support for cold case investigations such as homicide, sexual assault, missing persons, and unidentified human remains;
- Assist victims and victim's families in navigating criminal prosecutions, witness testimony and court proceedings;
- Research and compile reports, statements, and documentation;
- Contact and interview others to obtain critical information;
- Provide training to law enforcement related to victim advocacy and the neurobiology of trauma;
- Conduct liaison with Idaho law enforcement agencies and criminal prosecutors as directed by SAKI leadership to assist in criminal investigations and prosecutions;
- Other duties as assigned;

MINIMUM QUALIFICATIONS:

- Experience advocating for victims in criminal investigations and prosecutions;
- Experience interpreting and applying rules, laws, and regulations and explaining them to others;
- Experience conducting and documenting sensitive fact-finding interviews;
- Experience researching and writing reports;
- Experience entering and retrieving data in a computer records system;
- Valid driver's license.

Benefits:

This is a contract position providing a starting hourly wage of \$24.00 for up to 40 hours a week for a self-employed contractor. This position allows for in-person employment at the ISPFS headquarters in Meridian, Idaho, or a hybrid work schedule with both in-person and telework opportunities. A benefits package is not provided with this position.

EEO/ADA/Veteran:

The State of Idaho is committed to providing equal employment opportunities and prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws.

The State of Idaho is committed to access and reasonable accommodations for individuals with disabilities, auxiliary aids and services are available upon request. If you require an accommodation at any step in our recruitment process, you are encouraged to contact (208) 334-2263 (TTY/TTD: 711), or email ada.coordinator@dhr.idaho.gov.

Application Process:

Please email your cover letter resume to forensic.services@isp.idaho.gov. In the subject line of the email please list "SAKI Victim Advocate." The application process for this position closes April 15, 2024.