



**Intercultural Mutual Assistance Association**  
2500 Valleyhigh Drive NW, Rochester, MN 55901  
PHONE: 507-289-5960 FAX: 507-289-6199 www.imaa.net

*IMAA is building bridges between cultures.*

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## **JOB POSTING**

POSITION AVAILABLE:	Victim Advocate – 1 full-time position
START DATE:	ASAP
HOURS PER WEEK:	40
STARTING ANNUAL WAGE:	\$18-24/hr
CONTACT PERSON:	Armin Budimlic, Executive Director (armin.budimlic@imaa.net)
APPLICATION PROCESS:	Submit a résumé and a cover letter by mail, email, or in person before the deadline. (No phone calls.)
APPLICATION DEADLINE:	Until Filled
ORGANIZATIONAL MISSION:	Intercultural Mutual Assistance Association (IMAA) is a community based, non-profit organization with a mission to build bridges between cultures. IMAA builds bridges of self-sufficiency through its Family Services, bridges of communication through its Language Services, bridges of hope and safety through its Victim Services, bridges of health through Healthcare Access and Education, and bridges of cultural education and understanding through Community Engagement and DEI.
JOB OVERVIEW:	The Victim Advocate’s position is responsible for providing case management, advocacy, and crisis intervention to victims of general crime. The Victim Advocate is responsible for the overall quality of the program and is an active participant in direct-service delivery.
DESCRIPTION OF DUTIES:	<ul style="list-style-type: none"><li>• Provide case management, advocacy, and crisis intervention to program clients</li><li>• Maintain accurate, confidential client information and case notes in an electronic database</li><li>• Provide navigation services and paperwork assistance for victims engaged with the legal, law-enforcement, social service, and immigration systems</li><li>• Maintain collaborative partnerships with county and statewide and agencies</li><li>• Initiate and coordinate case teaming with other service providers</li><li>• Provide regular follow up communication with victims</li><li>• Provide advocacy for regular legal, immigration, and criminal advocacy clinics</li><li>• Provide community outreach, presentations, and education</li><li>• Provide program support for other program as needed</li><li>• Perform other tasks as assigned by direct supervisor</li></ul>

**REQUIRED QUALIFICATIONS:**

To be considered for this position the candidate must have:

- Bachelor's degree from an accredited college or university in Social Work, Psychology, or Criminal Justice or combination of education and experience equivalent to four (4) years of experience as listed in the description of duties.
- At least two years of direct service experience in victim services or related fields is preferred.
- Previous experience working with refugee and immigrant populations is preferred.
- Computer literate, with knowledge and hands on skills with email, Microsoft Office, and G Suite
- Must have strong communication, interpersonal, and problem-solving skills
- Ability to speak, write, and comprehend English fluently
- Must be a team player with a demonstrated ability to work compassionately with individuals from culturally diverse, underserved populations
- Must have empathy, self-awareness, and a trauma-informed lens
- Flexible and adaptable to a fast-paced, fluid work environment
- Must be self-motivated and able to work independently with minimal supervision
- Ability to complete a free 40-hour Victim Services training that is offered by Olmsted County Victim Services.
- Strong commitment to IMAA's mission and values
- A valid Minnesota driver's license and reliable transportation

**PREFERRED QUALIFICATIONS**

The preferred candidate will have:

- Knowledge of local community partners and resources.
- Bilingual and/or multicultural skills.
- Ability to walk a distance.
- Ability to lift up to 20 lbs.
- Knowledge of computers and filing systems
- Knowledge of state and federal statutes regarding victims' rights, domestic violence, criminal sexual conduct, and other crime areas
- Prior experience working with legal systems

**IMAA is an Equal Opportunity Employer**