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# **WTLS seeks Victim Advocate - Applications Accepted until May 15th**

## **Victim Advocate Position, beginning level, West Tennessee Legal Services - open until filled.**

Send the required information as requested below. Incomplete applications and insufficient information may prevent consideration. Unfortunately, due to time and work constraints we cannot respond to telephone inquiries or discussions about the position.

The Victim Assistance and Advocacy Project is seeking a motivated responsible person to assist victims of violent crime under the direction of the Project Manager, in a non-profit law firm setting. Job duties include interviewing and collection of complex information, in-person advocacy on behalf of victims in various forums, asserting victim rights, pursuit of benefits and resources, written advocacy, and responsibility for an individual caseload and case documentation. Applicant must possess good verbal, written, analytical, problem solving and computer skills. Applicant should demonstrate concern for victim rights, ability to maintain confidentiality, reliability, and ability to work well independently and as part of a team with all client populations.

The position is based in Jackson, but requires some travel, courtroom attendance and interaction. Applicant must have reliable transportation and maintain a valid driver's license. A Bachelor's degree is preferred, and applicable work experience is helpful. Graduates with degrees from criminal justice, political science, paralegal, and social work curriculums are encouraged to apply. To be considered for employment, a candidate must have a TBI fingerprint background check free of complications. Salary is limited to \$21,000 plus a benefit package.

An acceptable application must include: a résumé , references with contact information, a cover letter, and a typed sample of a written work product. E-mail to: [Sandy@wtls.org](mailto:Sandy@wtls.org), or send to: Hiring Committee, West Tennessee Legal Services, P.O. Box 2066, Jackson, TN 38302-2066. Attn: Sandy.

[West Tennessee Legal Services](#) is an Equal Opportunity Employer: Women, Minorities and Handicapped Persons are encouraged to apply. **To be considered, applications must be received by close of business on May 15, 2014.**

Last updated on May 05, 2014.

[West Tennessee Legal Services; WTLS](#)

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