

The Employment Opportunities for Students link on the Dyersburg State web page is provided as a service to the community. Employers seeking to post a job announcement should contact the Counselor/Career Services Coordinator, Carmen Pfeifer, at pfeifer@dsc.edu or call 901-475-3137.

Employers are solely responsible for their postings. DSCC is not responsible for any employment decisions made by any entity posting jobs on this site. DSCC has sole discretion to restrict postings on this site. DSCC does not make any representations regarding the accuracy or validity of the information posted by employers and does not endorse any business or organization. Job announcements that contain inaccurate, false, or misleading information or material that exploits people or appears to be posted solely to solicit personal information will be refused at the discretion of the site manager. Announcements containing information that is irrelevant to the job opportunity being presented will be refused.

Job Title: Victim's Advocate

Business/Location: Memphis Area Legal Services, Inc. (Covington, Tennessee location)

Responsibilities include but are not limited to:

- Provides supportive services and advocacy to survivors of domestic violence.
- Works closely with the program's director, staff, and partner agencies to assess and ensure programmatic compliance with stated goals, objectives, policies and procedures.
- Reports to the Managing Attorney, Rural Unit and is responsible for contacting victims of crimes (particularly domestic violence); providing information regarding legal processes, resources (i.e. shelter care, treatment and education programs, legal assistance, financial aid), and investigation processes.
- Develops safety, housing, financial, and self-sufficiency, case management plans with clients.
- Assists participants in locating and accessing community resources.
- Assists with other tasks that directly support the program.

Requirements:

- Knowledge of databases, MS Project, Excel, PowerPoint, and Word.
- Knowledge of database management.
- Strong oral and written communication skills.
- Ability to provide detailed programmatic analysis.
- Training and/or degree in social work, sociology, psychology or related social service field.
- Must be able to pass a criminal background check.

To apply: Please send a cover letter and your resume to HR@malsi.org. MALS is an E.O.E.

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Contact Ms. Carmen Pfeifer, Counselor/Career Services Coordinator at 901-475-3137 or email pfeifer@dsc.edu. Check out the DSCC [Career Counseling](#) webpage. Upload your resume to www.jobs4tn.com.