

## Job Description

<b>Job Title</b>	Community and Social Services Specialist-Advanced (CVRC #10110478)
<b>Job ID</b>	148369
<b>Posting End Date</b>	10/11/2024
<b>Location</b>	Albuquerque
<b>Full/Part Time</b>	Full-Time
<b>Regular/Temporary</b>	Sponsored Term
<b>Agency</b>	Crime Victims Reparation Comm
<b>Job Posting Type</b>	Standard Requisition
<b>For more Job Requirements &amp; Classification Description:</b>	<a href="#">Click Here</a>

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### Salary

\$19.82 - \$31.71 Hourly

\$41,218 - \$65,949 Annually

This position is a Pay Band 60

### Posting Details

Interviews are anticipated to be conducted within two (2) weeks of closing date.

This position is a Sponsored Term position that not funded by the general fund.

New Mexico Crime Victims Reparation Commission (CVRC) is dedicated to providing a variety of services to victims of crime. CVRC was formed in 1981 under the Crime Victims Reparation Act. Our primary mission is to provide financial assistance to victims of violent crime in regard to expenses incurred as a result of being victimized.

### Why does the job exist?

This position provides direct services to crime victims and their families who are seeking assistance with the Crime Victim Rights and Compensation through the Crime Victims Reparation Commission (CVRC).

### How does it get done?

The job duties include:

- \* Provide empathetic crisis intervention, peer counseling, information and assistance with compensation, emergency financial assistance and support to victims and families of violent crime, while maintaining emotional boundaries and being cognizant of confidentiality requirements.
- \* Provide CVRC State investigators and other staff with victim advocacy assistance to support them and the victims they are working with daily or as needed.
- \* Compile, complete, and submit required federal and state reporting statistics related to the program in a timely manner.
- \* Provide outreach services to victim organizations that assist under-served populations and other victim related service agencies to develop, strengthen, and maintain positive working relationships with government/non-profit agencies, medical and other victim service providers with the goal of enhancing services to victims of crime, and educate about CVRC and other services provided

### Who are the customers?

Victims of violent crime in the State of New Mexico.

### Ideal Candidate

The ideal candidate will:

- \* Have excellent customer service skills

- \* Strong writing and communication skills
- \* Have experience managing a caseload
- \* Bilingual preferred

**Minimum Qualification**

Associate's degree in Social Sciences or Human Services and two (2) years of experience as a social worker or community coordinator and/or social worker assistant. Substitutions Apply. See Substitution Table below.

**Substitution Table**

These combinations of education and experience qualify you for the position:

	Education		Experience		Education		Experience
1	High School Diploma or Equivalent	AND	4 years of experience	OR	High School Diploma or Equivalent	AND	4 years of experience
2	Associate's degree in the field(s) specified in the minimum qualification	AND	2 years of experience		Associate's degree or higher in any field	AND	4 years of experience
3	Bachelor's degree or higher in the field(s) specified in the minimum qualification	AND	0 years of experience				

- Education and years of experience must be related to the purpose of the position.
- If Minimum Qualification requires a specific number of "semester hours" in a field (e.g. 6 semester hours in Accounting), applicants MUST have those semester hours in order to meet the minimum qualifications. No substitutions apply for semester hours.

**Employment Requirements**

Must possess and maintain a valid New Mexico Driver's License. Must possess and maintain a current Defensive Driving Course Certificate from the State of New Mexico or must pass and receive Defensive Driving Course Certification within six (6) months of date of hire as a condition of continued employment. Pre-employment background investigation is required and is conditional pending results.

**Working Conditions**

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Some sitting, standing, bending and reaching may be required. Lifting up to 20 pounds. Occasional travel and driving.

**Supplemental Information**

Do you know what Total Compensation is? [Click here](#)

Agency Contact Information: Jacqueline Sanchez (505) 946-8964 or jacquelinec.sanchez@cvrc.nm.gov. [Email](#)

For information on Statutory Requirements for this position, click the Classification Description link on the job advertisement.

**Bargaining Unit Position**

This position is not covered by a collective bargaining agreement.