



Torrance County

*P.O. Box 48
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Estancia, New Mexico 87016
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District 2*

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District 3*

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Sheriff

Josie Eaton-Chavez

Probate Judge

Stephanie Reynolds

County Manager

LETTERS OF INTEREST TC FY26-27-001

TORRANCE COUNTY DOMESTIC VIOLENCE ADVOCATE

Monday, July 20, 2026

The County of Torrance, State of New Mexico, on behalf of the Torrance County Board of County Commissioners, is accepting letters of interest with a resume from individuals or companies interested in appointment with Torrance County for a Domestic Violence Advocate within Torrance County. This position will work closely with the Torrance County Manager's Office and Staff.

Responsibilities

Responsibilities include coordinating various court systems in the county providing compliance reports and monitoring the court system; can act as advocate for victims in court.

- Provide crisis intervention and emotional support to survivors of domestic violence.
- Conduct risk assessments and develop individualized safety plans.
- Assist clients in accessing emergency shelter, housing, transportation, financial assistance, and other community resources.
- Accompany clients to court hearings, law enforcement interviews, medical appointments, and other related proceedings when appropriate.
- Educate clients about protective orders, victim rights, and available support services.
- Maintain accurate, confidential client records and case documentation.
- Advocate on behalf of clients with community agencies, service providers, and government organizations.
- Facilitate support groups, educational workshops, and outreach activities.
- Collaborate with law enforcement, healthcare providers, social service agencies, and community partners.
- Participate in community awareness and violence prevention initiatives.
- Adhere to County policies, confidentiality requirements, and ethical standards.

Qualifications

- High School diploma or GED required
- Public administration, grant administration

- Must possess a valid New Mexico driver's license
- Must be able to plan and prioritize their own work
- Must be able to exercise judgment and demonstrate an ability to deal with complex matters as well as making decisions based on conclusions for which there may be little precedence
- Must be able to assist with or complete writing reports and verifying the accuracy of information in reports
- Must be able to research, organize, and record numerical and other information accurately
- Experience working with victims of domestic violence, sexual assault, or other vulnerable populations
- Knowledge of trauma-informed care principles and victim advocacy practices.
- Strong communication, interpersonal, and crisis intervention skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Proficiency with case management software and Microsoft Office applications.
- Ability to work evenings, weekends, or on-call shifts as needed.

Preferred Qualifications

- Bilingual language skills.
- Domestic violence advocacy certification or related professional training.
- Experience facilitating groups or conducting community outreach

Letters of interest with resumes are due by **Wednesday, August 5, 2026 no later than 2:00 pm**. They can be hand delivered to the Chief Procurement Officer, Kathryn Dillon, 205 S Ninth St in Estancia, NM 87016. They may be sent by email to kdillon@tcnm.us or mailed to Torrance County Chief Procurement Officer, PO Box 48 in Estancia, NM 87016.

End of this service will be August 31, 2026. At that time an RFP Request for Proposals will be completed, and an individual or company will be awarded a continuing contract.