

# The Indiana Victim Assistance Basic Academy



The Indiana Coalition Against Domestic Violence, in conjunction with the Indiana Criminal Justice Institute, implements the Indiana Victim Assistance Training Project. The Training Project's mission is to develop and provide a comprehensive, accessible, diverse and affordable training series that is available to all professionals who serve victims of crime in Indiana. In keeping with this mission, the Project provides the Indiana Victim Assistance Basic Academy.

The Indiana Victim Assistance Basic Academy is an entry-level training program that takes place over three weeks and provides 43 hours of content through webinar and classroom instruction. It is open, free of charge, to anyone employed by a government or non-profit entity who provides direct services to victims of crime and has held that role for three years or less.

Registration is now open for the June Academy, which will be held August 15-September 1, 2022. The in-person, classroom sessions will take place at Ivy Tech Community College in Indianapolis.

Program Dates: August 15-September 1, 2022

Topics: The History of Crime Victim Services  
Victim Rights law  
Navigating the Criminal Justice System  
Ethics & Professional Behavior  
The Impact of Crime on Victims  
Direct Services to Victims  
Assisting Victims of Domestic Violence  
Serving Victims of Sexual Assault  
Civil Protective Orders  
Communication with Victims & Survivors  
Children as Victims  
Assisting Victims with Disabilities  
Developing Community Partnerships  
Victim Compensation, Notification and the Sex Offender Registry  
Elder Abuse  
The Impact of Crime on Advocates  
Cultural & Spiritual Competency in serving Victims of Crime  
Human Trafficking  
Building Resilience

**Applications are now being accepted for the June Academy. Please read the Academy description, expectations and requirements carefully before applying.**

## **Academy Description**

The Indiana Victim Assistance Basic Academy begins on Monday 15, 2022 and runs through Friday, September 1, 2022.

Students will participate in daily educational sessions, Tuesday –Friday. Students will travel to Ivy Tech in weeks one and three for a total of four days of in-person, classroom instruction. They will participate in webinars on all other days. There is no cost to attend the Academy.

### **Classroom Days**

The in-person classroom days will be held at Ivy Tech Community College on Wednesday, August 17, Thursday, August 18, Wednesday, August 31, and Thursday, September 1, 2022. The sessions will be held at the Conference Center located at 2820 N. Meridian Street, Indianapolis. **We will follow the Ivy Tech and CDC COVID guidelines**

### **Webinar Days**

Webinars will be held from 9:00a.m.-11:00 a.m. EDT. Students should reserve 9:00 a.m. - 11:00 a.m. each day for the webinar portion of the academy. During this time students should be treated as if they were not physically in the office. Webinars will begin at 9:00 a.m. EDT and will conclude by 11:00 a.m. EDT. On days where the webinars will not take the full 2 hours, students may be given a homework assignment or activity to complete during the remainder of the time.

### **Hotel Accommodations**

Hotel accommodations will be available on Wednesday, August 17th & Wednesday, August 31st for those students who must travel more than 50 miles each direction. The Training Project will provide the rooms, at no cost to the student, for those who meet the 50-mile qualification and indicate the need for a room on their application. Additional room nights are at the student's or organization's expense.

### **Expectations**

Students are expected to fully participate and complete all sessions. During webinars, students are expected to give full attention to the presentation and not accept phone calls or complete additional work during this time. Should an unforeseen circumstance arise that would prevent attendance, students should notify the program coordinator immediately.

Employers and supervisors are expected to support the student's participation in the Academy by ensuring their attendance at all sessions. Employers and supervisors are expected to treat the student as if they are out of the office and unavailable from 9:00 a.m. – 11:00 a.m. on webinar days.

## **Requirements**

The Academy is open to anyone who is employed by a government or non-profit organization, who provides direct service to victims of crime and has been in that role for three years or less. Attendance and participation in all sessions is required to complete the Academy. No partial credit will be given and anyone who fails to timely complete the modules may be asked to leave.

### **Application, Deadlines & Acceptance**

To apply for the Academy complete the Student Application and Employer/Supervisor Certification. Submit applications by email to [somalley@icadvinc.org](mailto:somalley@icadvinc.org). You will be notified that your application has been received.

Only a limited number of students will be accepted for the course. If applications exceed the available slots, priority will be given to students based on their direct service to victims, years of experience and whether their agency receives VOCA funding. The number of applications submitted by an agency may also be considered.

The application deadline is **Friday, July 8, 2022**. Participants will be notified of acceptance by **July 18, 2022**. Please direct any questions or concerns to Suzanne O'Malley at [somalley@icadvinc.org](mailto:somalley@icadvinc.org).

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Academy Application- August 2022

Applicant Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Will you be traveling more than 50 miles, each direction, to Ivy Tech, Indianapolis? \_\_\_\_\_

If yes do you need a hotel room on August 17<sup>h</sup> & August 31<sup>st</sup>? \_\_\_\_\_

How long have you held your current position? \_\_\_\_\_

Have you held other positions that provide direct service to victims: Yes/ No

*If yes, please list those positions:* \_\_\_\_\_

Describe how you currently serve victims: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please tell us about any accommodations that you may require to participate in the Academy such as ASL interpretation, materials in large font, closed captioning, or mobility assistance.

List the county/counties that your organization serves: \_\_\_\_\_

\_\_\_\_\_

Does your organization receive VOCA funding? Yes/ No

Circle the organization type that best describes your organization:

- |  |                                     |
|--|-------------------------------------|
| a. Domestic Violence Program             | i. Prosecutor's Office              |
| b. Dual Sexual Assault/Domestic Violence | j. Court                            |
| c. Sexual Assault Program                | k. State Agency                     |
| d. Child Advocacy Center                 | l. County Agency                    |
| e. Mental Health Organization/Provider   | m. Immigration/Refugee Organization |
| f. Substance Abuse Provider              | n. Community-based                  |

- g. Hospital/SART
- h. Law Enforcement Agency

- o. Other Non-profit Victim Service Provider
- p. Other: \_\_\_\_\_

*I have read the academy description, expectations and requirements. I understand that the Academy is a 3 week course which requires daily participation. I commit to, attending, fully participating in, and completing all of the sessions.*

Student Signature \_\_\_\_\_

### Employer/Supervisor Certification

*I acknowledge that \_\_\_\_\_ has applied to attend the Indiana Victim Assistance Basic Academy and does so with my support. I have read the academy description, expectations and requirements. I understand that the Academy is a 3 week course which requires daily participation. I will ensure \_\_\_\_\_ is able to attend all classroom sessions and will not be assigned work from 9:00-11:00 a.m. on webinar days. I also agree to complete a post- Academy survey that evaluates how \_\_\_\_\_ utilizes the information learned during the Academy.*

\_\_\_\_\_  
Employer/Supervisor Signature

\_\_\_\_\_  
Employer/Supervisor Printed Name

**Please email the completed application to Suzanne O'Malley at [somalley@icadvinc.org](mailto:somalley@icadvinc.org) .**