



Job Title: Victim Advocate (Wendover)
Closing Date/Time: When the needs of the department
have been met.
Starting Salary: \$11.28 per hour
Status: Part-Time Position (10 hrs. per week)

This position is funded by a grant and the position is contingent upon continued annual funding.

Position Duties: Makes contact with victims of crimes and provides emotional support, guidance, and resource information in a compassionate, nonjudgmental fashion; independently follows-up on all referrals in a timely manner. Ensures restitution amounts and property damage or loss descriptions are provided to prosecutors. Upon request from law enforcement, responds to the scene of domestic violence crisis calls; responds to calls from domestic violence victims in crisis. Offers assistance and, if the victim desires, assists in formulating safety plans to help reduce the risk of exposure to domestic violence in the future, both long-term and short-term; explains protective orders and helps the victim to understand what to expect from law enforcement and the legal system. Maintains contact with victims to monitor their individual situations; conducts follow up visits with victims to check on their safety when circumstances merit concern. Attends criminal court hearings and protective order proceedings relating to victim cases; helps the victim to feel safe while at court; encourages victims to appear in court and testify truthfully when doing so would not pose an unacceptable risk to the victim's life or safety; stays abreast of all criminal proceedings involving victims and provides whatever assistance is necessary for victims and the prosecutor. Upon contact with a victim, or after responding to a crisis call, completes a report; subsequent to all follow-up contacts, also completes a short supplemental report documenting the contact and any relevant information derived there from. Prepares statistical information for grant reporting purposes. Performs related duties as required.

MINIMUM QUALIFICATIONS

- Bilingual-Spanish is Preferred
- High School Graduate (or equivalent).
- Experience in a counselor/advocacy role.
- Basic knowledge of criminal procedures.
- Strong interpersonal skills.
- Ability to react effectively in emergency and stress situations; ability to exhibit imagination and initiative in problem solving capability in coping with a variety of situations; ability to follow standard safety practices and procedures common to law enforcement; ability to obtain a working knowledge and understanding of the legal system; ability to communicate effectively verbally and in writing; ability to establish and maintain an effective relationship with co-workers, supervisor, victims, support agencies, and the public; ability to physically travel between and work in locations which may not be ADA accessible (i.e. personal homes).
- Must possess a valid Utah driver license and personal transportation.

WORKING CONDITIONS

Works in both an office and field environment. Incumbent will be assigned a regular work schedule with the understanding that it will be adjusted due to the fact the incumbent's schedule requires him/her to respond to crisis calls which may include weekends, nights, and holidays. Duties are of a very sensitive nature and include exposures to high-stress situations or environments, including regular public interface and confrontational or uncomfortable situations.

Candidates **should highlight all of the areas in which they have expertise**, matching their professional experience with the specific qualifications listed above. If you have questions related to this recruitment, please contact Carrie Hinkel at (435) 843-3157 or at chinkel@co.tooele.ut.us.

Applications and additional information are available at the

Tooele County Human Resource Office

47 South Main Street Tooele

or online at www.co.tooele.ut.us

EEO Employer