

TOOELE COUNTY
Job Description

TITLE:	<u>Victim Advocate</u>	JOB CODE:	
DIVISION:	<u>Criminal (Wendover)</u>	EFF. DATE:	<u>08/09</u>
DEPARTMENT:	<u>Attorney</u>	GRADE:	<u>12</u>
EEO CLASS:	<u>Administrative Support</u>	FLSA:	<u>Non-Exempt</u>
WORKERS COMP.:	<u>Clerical</u>	CDL:	<u>Not Required</u>

GENERAL PURPOSE

Contacts victims of violent crimes and provides them with information regarding the criminal justice process, resources that are available and the investigation process. Provides them with advocacy support and crisis intervention.

SUPERVISION RECEIVED

Works under the general supervision of the Tooele County Sheriff's Office and the Tooele County Attorney's Office.

SUPERVISION EXERCISED

None.

EXAMPLE OF DUTIES

Follows-up on all non-emergency referrals, regardless of source, in a timely manner; upon making contact with victims, provides emotional support, guidance, and resource information in a compassionate, nonjudgmental fashion.

Offers assistance and, if victim desires, assists victims 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. In every instance the survival and safety of the victim and the victim's children shall be the Advocate's highest priority

Maintains contact with victims to monitor their individual situations for as long as a risk of continued domestic violence exists; conducts follow up visits with victims to check on their safety when circumstances merit concern.

Attends criminal court hearings and protective order proceeding relating to victims cases, provides moral support and comfort, and helps the victim to feel safe while at court; encourages victims to appear in court and testify truthfully when doing so would not pose and unacceptable risk to the victims life or safety; stays abreast of all criminal proceeding involving victims of domestic violence and provides whatever assistance is necessary for victims and the prosecutor; helps makes arrangements for the child care and transportation to facilitate victims appearances in court as necessary.

Organizes community awareness campaigns and gives public presentations on the subject of domestic violence; works with schools, churches, community groups, and other organizations to help change community attitudes about domestic violence and makes the public aware of what services are available; coordinates public awareness campaigns with those of other agencies, including DCFS, the Attorney General's Office, and the other community-oriented programs. Prepares grants and proposals. Performs administrative tasks relating to grant reporting requirements.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. High School Graduate or equivalent education.
2. Experience in a counselor/advocacy role.
3. Basic knowledge of criminal procedures.
4. Strong interpersonal skills/ Bilingual-Spanish Speaking Preferred
5. 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).
6. 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.

OTHER QUALIFICATIONS

Achieve a competent or higher rating overall in each performance evaluation, which measures the following:

- Quality of work: thoroughness, planning and organization, neatness and accuracy;
- Knowledge of work: degree to which employee has learned and knows all phases of job; ability to recognize and solve routine problems; knowledge of office policies, systems and services;
- Volume of work: compared to other employees; work in addition to regular tasks; speed of work;
- Adaptability/stability: ability to perform new duties; adjust to new situations; control self under pressure;
- Initiative: resourceful; volunteers suggestions for improvement of work; self-starting; seek new tasks; takes responsibility;
- Judgment: ability to make decisions; studies and considers all facts; uses common sense;
- Work attitude: cooperates with supervisors and peers; accepts constructive criticism; seeks self-betterment through education or other means;
- Relationship with public: friendliness, helpfulness, and self-control;
- Attendance: attendance; punctuality;
- Personal appearance: professionalism in dress and manner; good housekeeping of general work area.
- Be able to exert light physical effort, including frequent lifting of up to ten pounds and occasional lifting of up to 25 pounds. Be able to do some bending, stooping, lifting, and considerable walking.

Approved:

Dated this ____ day of _____, 2009.

Department Director

Human Resource Director

Commissioner