

Cottonwood Heights

Job Description



Title:	Victim Advocate	Code:
Division:	Administration	Effective Date:
Department:	Police	Last Revised:

GENERAL PURPOSE

Performs a variety of **general administrative and working-level professional social work duties** related to planning, organizing, coordinating and monitoring the victim services program; coordinates and provides crisis intervention to victims of domestic violence and various felony crimes; **assists victims and witnesses of all crime categories. Assesses needs, provides information, makes appropriate referrals and coordinates services.** Provides support to staff by performing a variety of tasks related to assigned cases.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Lieutenant or assigned Administrative Sergeant.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Acts as a liaison for victims between law enforcement, prosecution, and other agencies; provides specialized assistance to victims of various crimes such as child physical abuse, child sexual abuse, DUI/DWI crashes, domestic violence, adult sexual assault, elderly abuse, and adults molested as children, survivors of homicide victims, robbery, assault, etc.

Provides need assessment from information obtained through client intake documentation; responds to crime victim referrals for the purpose of providing and/or coordinating the delivery of various crisis interventions and emotional support, i.e., short term counseling, crisis counseling, therapy, group treatment or support, professional referrals, emergency financial assistance, food, alternative housing, medical aid, criminal justice support, emergency legal advocacy, personal advocacy, etc.; cooperates and assists deputy attorneys in the preparation of complaints and protective orders related to sex offenses and child protection cases; responds to discovery requests, motions, briefs, jury instructions, court orders, bench warrants, petition notices, subpoenas, stipulations, "imminent danger" processes, etc.

Meets with child and family in person or via telephone to gather information necessary to effectively advocate for them through the system and represent what is in their best interest to other professionals; advocates for victim and family throughout the system regarding prosecution, protection, treatment needs and provides access to services from agencies.

Provides professional assistance, education and information to child victims and families regarding the processes, procedures and experience of the justice system; conducts in-service workshops in all aspects of victim assistance; upon request, develops and presents information to citizen groups and school groups regarding victim program; assists and supports families throughout the criminal justice system by providing them with case information and resources, i.e., why charges were filed or not, explanation of court processes, legal resources to assist in visitation changes, court dates, appointments for evaluations, etc.; **assists victims in completing victim reparation forms, victim/witness statements, medical release forms and other documentation pertinent to their case.**

Reviews incident reports to determine advocacy needs and identify additional victims including secondary victims; makes appropriate case notes and supplemental reports; receives and reviews cases set for court appearance; extracts and records data regarding identification victims and witnesses; conducts interviews to determine level and type of services appropriate to the individual case; sets up files as needed to monitor level and success of victim services; assures confidentiality of file materials; monitors disposition of court cases and apprises victims of the case status.

Assists attorney in providing support to and advocacy for victims prior to and during court proceedings; coordinates with attorneys assigned to cases in determining proper level and type of restitution to be sought; coordinates efforts with the Office of Crime Victim Reparations (CVR); establishes "safe environment" to promote effective communications between victims, witnesses and legal staff; assists victims in locating and receiving special services and assistance, such as medical, personal therapy, job searches, employment assistance, etc.

Performs case analysis, research and background checks to determine the appropriate type and level of restitution due to crime victims; prepares restitution statements; provides special information to crime victims seeking restitution or legal remedies; assists in the completion of various forms and filing appropriate documentation, i.e., restraining orders, amendments, motions to show cause, temporary custody, civil complaints, etc.; performs as liaison with various community support groups; coordinates and apprises legal staff of findings; offers in-court testimony.

Prepares and distributes educational materials to child victims and families explaining what happens when a child abuse case is reported to the authorities.

Establishes and maintains a list of therapy referral sources (public and private) in the community, and coordinates the therapeutic and treatment services for child abuse victims and families; ensures that primary and secondary victims are referred to treatment and assists in the reorganization of therapy according to the needs of the client (i.e., new therapist, new treatment agency, etc.).

Maintains case records according to department policies and procedures; and prepares all necessary statistical reports to meet grant requirements; prepares annual grant documents in pursuit of funding renewal.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation college with a bachelor's degree in social work, psychology, sociology, family sciences, criminal justice or other closely related field;
- AND
- B. Four (4) years of experience in child related clinical setting, victim advocate setting or related area;
- OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of basic counseling and social work principles and techniques; crisis intervention theory and techniques; child sexual abuse/physical abuse principles; child protection services and child abuse legal investigations methods; social service system (legal, court, medical, and referral sources); State of Utah laws/regulations regarding child welfare and criminal prosecution; procedures of criminal justice system. **Some knowledge of** legal documents, clinical forms and procedures; legal and medical terminology, business English and office methods.

Skill in the operation of personal computer and various software applications for word processing, spread sheets, and data base management.

Ability to operate office equipment including copy machine, fax machine, etc.; know and act appropriately within the position boundaries and boundaries set by counseling/social work principles and county policy; respond and refer quickly, appropriately and effectively in crisis situations; function independently; communicate effectively, both orally and in writing; receive and appropriately maintain confidential materials and information; work with individuals from various economic and social backgrounds as well as state, county, and city officials; establish effective working relationships with area service providers, i.e., legal, medical, mental health, counseling, etc.

3. Special Qualifications:

Must possess a valid Utah Driver's License. May be required to become a certified social worker or obtain certification in Victim Advocacy through the National Organization of Victim Assistance (NOVA). Applicants must sign consent for and submit to a criminal background and child abuse registry check and substance abuse screening.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, generally involving minor muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting. Interpersonal communication essential to successful completion of job duties. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel by automobile required in the normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)