

South Jordan City

Job Description

Title:	Victim Advocate Coordinator	Effective Date:	2/1/16
Org:	100600	FLSA:	Non-Exempt
Pay Grade:	12	Workers Comp:	Municipal

GENERAL PURPOSE

Provide assistance to victims and witnesses of crimes in an office, courtroom, or field setting. Responds to fires, and/or other emergencies and disasters; assess the needs of the victim and witnesses, provide information, offer assistance where appropriate, and make referrals; act as a liaison for victims between law enforcement personnel, the judicial system, and other related agencies. Coordinate the activities and operations of the Victim Services Program.

SUPERVISOR

Deputy Chief of Police

POSITION(S) SUPERVISED

Victim Advocate Part-time

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Coordinate the organization, staffing, and operational activities for the Victim Services Program. Participate in the development and implementation of goals, objectives, policies, and priorities for the Victim Services Program; identify resource needs, recommend and implement policies and procedures.

Responsible for writing and maintaining any grants associated with the Victim Services Program.

Respond to the scene of crimes, fires, and/or other emergencies and disasters to provide crisis intervention for victims and witnesses; conduct needs assessment, make appropriate referrals for counseling, housing, shelter, legal assistance, and other services as needed.

Assist victims in obtaining protective orders, filing victim reparation forms, victim/witness statements, and other related forms.

Review and assess crime reports as reported to South Jordan City Police; attend appropriate court proceedings to support victims/witnesses; make necessary arrangements for victims/witnesses who are non-English speaking or have special needs; monitor court activity.

Develop and maintain confidential client files; collect and compile data and material for review and analysis; maintain a working relationship with other local victim advocate programs and shelters; provide public awareness and educational presentations regarding the purpose of the Victim Services Program.

Attend and participate in professional group meetings; attend training meetings to stay abreast of new trends and innovations in the field of victim advocacy.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from High School or G.E.D.; plus, one year of course work in social work or psychology. Bachelors Degree in social work or psychology preferred;
- AND
- B. Two (2) years of responsible experience in a field directly related to above duties;

2. Special Qualifications:

Successful completion of the basic 40 hour victim advocate training within 6 months of employment

Valid Utah Class D Drivers License

Subject to rotating “on call” requirement

3. Knowledge, Skills and Abilities:

Knowledge of domestic violence issues, judicial processes, and resources for victims; principles and techniques used in dealing with the public in stressful/traumatic situations; pertinent Federal, State, and local laws, codes, and regulations. General working knowledge of modern office procedures, methods, and equipment including computer equipment and applicable software programs. English usage, spelling, vocabulary, grammar and punctuation. Principles and procedures of record keeping and reporting. Safe driving principles and practices.

Ability to operate a personal computer and Microsoft products.

Ability to plan and organize work to meet schedules and timelines; interpret and apply policies, procedures, laws, codes, and regulations pertaining to police conduct, records, programs and functions; prepare and maintain accurate and complete records; communicate clearly and concisely, both orally and in writing. Must be able to deal appropriately with people in situations that may, at times, become confrontational, stressful or uncomfortable. Deal with situations or conditions that may be psychologically traumatic. Manage numerous tasks and assignments at one time with frequent interruptions. Cope with exposure to stressful circumstances, including the meeting of deadlines, stressful work conditions, and contact with the public and co-workers in negative or traumatic situations.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

4. Working Conditions:

Incumbent of the position performs in a typical office setting, travels to different sites and locations, may be in inclement weather for long periods of time, willingness to respond to calls for assistance outside of normal business hours. Perform duties that may include light physical effort such as lifting, bending, stooping, walking, climbing stairs, and prolonged sitting at a desk. Frequent travel may be required on call out basis.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Non-Exempt	EEO-4 Class:	Para-Prof
Location:	Police	EEOP Class:	Adm Support
Group/BU:	General Pay Plan	Tech-Net Match:	1810