

# Victim Advocate Specialist



## Position Description

**Status**

Regular Part-time, Non-exempt (24 hrs/wk)

**Reports to**

Prosecuting Attorney

**Compensation**

B22

**Supervises**

none

**Bargaining Unit**

Non-bargaining

**Position Category**

Specialist

**Summary**

Under the lead of the Victim/Witness Coordinator, perform varied functions for the victim rights department. Ensures that victims are notified of their rights as required by law. Responds to inquiries regarding the program, assists victims in obtaining compensation from the State, and ensures that victims are notified of court events pertaining to their case. Assist conducting interviews to provide victims with procedural advice and emotional support.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

1. Ensures that information packets are sent to victims of crime to inform the victim of the charges filed and their rights under the Crime Victims' Rights Act. Providing the necessary forms as needed.
2. Informs victim of court dates and actions taken. Ensures statutory requirements regarding notification are fulfilled at each step during prosecution of the case.
3. Advise victims of sentencing dates and providing impact statements to be completed, may assist victim with such statements. Process impact statements and prepares restitution requests for courts.
4. Assist in interviewing victims of Domestic Violence, Criminal Sexual Conduct and other assaultive crimes.
5. Assist victims in completing applications for compensation to recover some of the expenses incurred as a result of the crime.
6. Assist victims in preparing for court and provides support by familiarizing them with the court process. Attend court hearings with victims as requested.

7. Advise assistant prosecutors on problems that may exist related to victims and works with victims and prosecutors should the victim/witness be harassed or threatened.
8. Refer crime victims to other agencies and resources and advocates directly with other agencies as needed to help crime victim access necessary services. Maintain service partnerships with referral agencies.
9. Conducts community education and outreach programs regarding victims' rights and coordinates public events during Crime Victims' Rights Week.
10. Assists Victim/Witness Coordinator with the Canine Advocate Program.

## **Competencies**

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## **Supervisory Responsibility**

This position does not have direct supervisory responsibilities.

## **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

## **Travel**

Travel is required to access County buildings and employees.

## **Required Education and Experience**

1. Bachelor's degree or significant course work in criminal justice or a human services related area.
2. One (1) to Two (2) years of experience in the criminal justice system, social agency, or in a counseling capacity providing knowledge of court procedures and crisis intervention.

## **Preferred Education and Experience**

1. Bilingual in Spanish/English is preferred.

## **Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_