

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: VICTIM ADVOCATE COORDINATOR - CJC
CLASS CODE: 5370

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: LEAD

EFFECTIVE DATE: 1/4/2013
DEPARTMENT: CHILDREN'S JUSTICE CENTER

JOB SUMMARY

Under general supervision of the Executive Director of the Children's Justice Center (CJC), assists victims of crime through the investigation and judicial process by providing information regarding the Child Protective Services and legal process, investigation process, and resources such as shelter, treatment, education, legal assistance, and financial aid. Recruits, screens, trains and supervises community volunteers to assist in serving children onsite and to work with child victims as mentors for a six month period.

ESSENTIAL FUNCTIONS

Provides onsite emotional support to child victims at the time they are involved in investigational interviews, and recruits, screens, trains and supervises community volunteers to assist with this function.

Recruits, screens, trains and supervises community volunteers as mentors to child victims to provide emotional support, enhance social skills and provide a healthy, supportive role-model for children to facilitate healing.

Provides necessary crisis intervention and responds to requests for assistance onsite and by telephone.

Provides regular follow-up telephone contact with victims/parents served to track treatment, assist in obtaining needed services, and provide information and emotional support.

Responds to victim/parent inquiries and notifies victims and witnesses of meetings, trials, court hearings, and case dispositions when requested.

Informs victims and witnesses about the criminal justice process, responds to their requests for services and information, and provides referrals to appropriate community resources.

Serves as a liaison for crime victims and witnesses and assists investigators and prosecutors in communicating and meeting with victims and witnesses.

Maintains records of victim contact information, victim interactions and assistance provided to victims.

Writes and submits related grant applications and renewals and ensures compliance with grant requirements.

Makes necessary arrangements for communication with non-English speaking, impaired, and disabled victims and witnesses.

Attends meetings and training, represents the CJC Victim Assistance Program and may present at conferences and meetings regarding child abuse victim issues and victim/witness assistance or coordination and services.

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ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Coordinates travel arrangements for victims and witnesses attending court hearings and accessing services.

Assists victims in preparing Crime Victim Reparation applications, and filing protective orders, stalking injunctions, and other legal forms.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: social work, child development, and the criminal justice process and victims' rights.

Skill in: interpersonal communication; word processing, data entry, spreadsheets, filing, record keeping, and record retrieval; reading, writing and basic math.

Ability to: stay calm while working with people in crisis situations; work with minimal supervision in the development of printed materials and new programs; maintain cooperative relationships with the public and multiple professionals who are involved in child abuse investigation, prosecution and treatment.

PHYSICAL DEMANDS

Typically: sits at a desk or table.

Regularly: walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail.

Occasionally: drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, home of client, court room or other environmentally controlled room.

Work requires working with parents or others in crisis, who may be emotionally distraught and/or angry.

EDUCATION AND EXPERIENCE

Bachelor's degree in social or behavioral science or a related field and two years of experience working in a professional capacity with children/youth. Other combinations of education and experience deemed equivalent may also be considered

Selected applicants will be subject to a background check.

LICENSING AND CERTIFICATION

Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.