

Garfield County
Job Description

Position Title:	Victim Advocate Coordinator		
Department/Office:	Sheriff	Reports to:	Office Manager
Section:		Pay Grade:	5
FLSA Status:	Non-Exempt	Driving Classification:	Essential
Supervision Exercised:	Supervises volunteer activities	Licenses/Certifications:	Valid driver's license.
Minimum Education:	High school diploma or equivalent.		
Minimum Experience:	2 years experience in victim services field. Experience providing direct services to diverse crime victim population, including involvement with the criminal justice system.		

General Purpose:

Develop, coordinate and enhance resources for Victim/Witness Assistance Program for Garfield County Sheriff's Office Jurisdiction. Ensure the rights of victims and witnesses within the criminal justice system; Ensure that these individuals receive information and necessary direct services because of their position as victims and witnesses.

Essential Functions:

(These duties are a representative sample; position assignments and detailed work instructions may vary.)

1. Provides direct services to diverse crime victim population, including involvement with the criminal justice system.
2. Helps victims/survivors of crime and traumatic incidents to regain their physical and emotional well being by means of intervention and advocacy.
3. Provides information on Victim's Rights and Victim Compensation, while assessing the needs of victims and making the appropriate referrals and necessary follow-ups.
4. Provides physical safety and emotional support to victim while officers attend to "scene of the crime assignments", including assistance with immediate needs when applicable, (i.e., shelter, clothing, telephone assistance, transportation.)
5. Makes referrals to appropriate agencies and services within the county; serves as a go-between for victims, survivors and their families.
6. Assists victims with the timely return of property and items of evidence.
7. Keeps victims informed about the status of their case, including jail release or court tracking information.
8. Accompanies victims to court as needed and is prepared to testify in court, if subpoenaed.
9. Recruits, coordinates, trains and utilizes volunteers to cover on-call shifts for on-scene crisis response.
10. Provides or oversees provision of 24-hour on-call assistance to victims of crime and trauma.
11. Keeps up-to-date on current laws, regulations and trends in victim assistance.
12. Assists other agencies with intervention training.
13. Aids in positive perception of the crime victim toward the responding officer.
14. Acts as liaison with other county victim services, i.e. District Attorney's office, safehouse, mental health, hospital, fire, EMS, mortuary, etc.
15. Provides needed assistance to officer at scene of crime, at the officer's discretion.
16. Compiles statistics and database to prepare monthly, quarterly and annual program reports and maintains client files.
17. Develops and updates resource directory for victims of crime and other traumatic incidents.
18. Prepares print materials for distribution to crime victims.
19. Reviews all work products to ensure highest level of quality.
20. Drives vehicle to perform one or more essential functions.
21. Performs other duties of a similar or related level as necessary or assigned.

Job Qualifications:

Must submit to and pass a background check.

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Knowledge of:

1. Relevant Federal, state and local laws, rules, regulations, codes and/or statutes.
2. Criminal justice system and victims' rights in Colorado.
3. Modern office processes and procedures.
4. Keyboarding, data entry and word processing.
5. Relevant computer software applications.
6. Basic math skills.

Ability to:

1. Speak, read and write the English language.
2. Communicate effectively verbally and in writing.
3. Recruit, supervise and develop volunteers: plan, direct, coach, counsel, mentor, delegate and train.
4. Be sensitive to individual values and needs.
5. Work effectively with the public including victims, disabled, hostile and mentally unstable individuals.
6. Handle stressful situations in a professional manner; accurately assess situations and people.
7. Interpret a variety of instructions with abstract and/or concrete variables.
8. Make decisions incorporating information and input from various arenas.
9. Use resources to solve problems.
10. Transport clients.
11. Establish and maintain effective working relationships with coworkers and supervisors, other Departments/Offices, law enforcement, court personnel and other agencies.
12. Understand and practice safety procedures and precautions.
13. Maintain a high level of professionalism and confidentiality.

Internal & External Contacts:

Internal Contacts:

The employee frequently interacts with other Sheriff's Office employees.

External Contacts:

The employee frequently interacts with the general public, victims, volunteers, law enforcement and other agencies and the courts.

Physical Activities and Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform essential functions.

Required Physical Activities:

While performing the essential functions of this job the employee is frequently required to sit, talk, hear, stand, walk, bend, stoop, kneel; and occasionally required to climb, balance, crouch and crawl; is frequently required to lift up to 10 pounds; is occasionally required to lift and/or move up to 50 pounds, and to maintain body equilibrium while bending at the waist or at the knees. The employee is routinely required to work with the hand or hands in handling, seizing, holding, or grasping motions and with the fingers in fingering, picking and pinching actions. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment:

The employee is sometimes required to work in a confined, secure area in close proximity to jail inmates. The employee is frequently required to work in outdoor weather conditions and may be exposed to fumes or airborne particles and toxic or caustic chemicals. The employee occasionally may be exposed to hazardous situations, which

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may involve physically violent persons, interviewing mentally or emotionally disturbed persons or bodily injury from biohazards, infections or blood-borne pathogens.

The employee is required to be available to do shift work and for after-hours emergency calls.

The noise level in the indoor work environment is moderately quiet; the outdoor work environment may occasionally be loud. There are frequent interruptions and multiple demands.

Required Travel:

The employee is frequently required to travel throughout the County.

Computers and Office Equipment:

Computer and relevant software applications; calculator; telephone system; postage machine; facsimile; copier; shredder.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts Garfield County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County's current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.