

Title: Victim Assistance Advocate
PG: 27
Status: Non-Civil Service
Position Reports to: CIS
Department: Police

Class Code: 5018
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

Work involves coordination of the Volunteer Victim Advocates Program, which includes developing call-out schedules, initiate direct service contact with victims, follow-up support, and developing an in-service training program. Assignments are given by the Victim Assistance Coordinator as to job functions.

ESSENTIAL FUNCTIONS:

1. Assisting the Victim Assistance Coordinator with the Victim Advocate program assuring that there call-out coverage 7 days a week and 24 hours a day.
2. Required to perform call-out duties as needed.
3. Provide development for the bank of volunteer victim advocates through in-service and specialized training sessions.
4. Maintain and perform daily reviews of crime reports and initiate direct contact with victims and follow-up support as needed.
5. Maintain a professional working relationship with various social service agencies and the State Attorney's office.
6. Maintain updates on laws pertaining to victims' rights.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Working knowledge of the various social agencies which can provide assistance to victims.
2. Working knowledge of the criminal justice system.
3. Ability to communicate effectively, speak publicly, work with and motivate volunteer advocates.
4. Ability to intervene in crisis situations, to understand the immediate needs of the victims.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High School Diploma or its equivalent.
2. Computer Skills.
3. One (1) year of experience in domestic and/or crisis intervention related work.
4. An equivalent combination of education and experience that is directly related to the aforementioned requirements may be substituted.

Title: Victim Assistance Advocate

PG: 27

Status: Non-Civil Service

Position Reports to: CIS

Department: Police

Class Code: 5018

Date: 09/08

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.