

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Program Specialist	B	2	2	Non-Exempt
POSITION TITLE: Crime Victim Advocate		POSITION#:		
☐ New ☒ Revised (Check one)		Date:		
SERVICE TYPE:		AFSCME		
Employee Name:		Department: District Attorney	Supervisor: Stephanie Rath	
FTE: .4 FTE		Employment Status: TEMPORARY		

Navigates adult criminal and juvenile justice court proceedings and provides a broad spectrum of trauma informed services and support to crime victims. Liaison between victims, prosecutors, law enforcement and community resources. Reviews and analyzes cases to ensure all named victims have meaningful access to their rights under the law. Prepares correspondence, documentation and court pleadings and participates in various interagency activities.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Service Integration Essential Duties: - Serve as liaison between crime victim and prosecutors, law enforcement and the courts. - Provide crisis intervention and emergency assistance by conducting immediate needs assessment and making referrals to other community resources. - Analyze new cases to identify crime victims requiring services; determine victim loss including personal and/or property loss and evaluate need for available resources. - Assist victims with various levels of service including but not limited to U-Visa applications, obtaining and analyzing supporting documentation, coordinate victim schedule for meetings, grand jury, trial, and other court hearings and assist victims in recovery of property and request restitution for stolen and damaged property. - Facilitate victims' right to defendant HIV/STD testing. - Provide victim support in Juvenile cases by attending Teen Court and mediation sessions. - Prepare, coordinate, file or manage documents with the court, including requests for no-contact deletions on defendant release agreements, document restitution information. - Ensure victim impact statements are provided to prosecutors, defense attorneys, and the court. - Provide information to prosecutors regarding lack of payment of restitution for probation violations.	50%

	- Assist victims and prosecutors with victim health information needs by preparing medical releases and release of information to speak with other agencies that are providing services to victims. - Assist prosecutors in cases with victim-related needs. Including trial preparation for crime victims, prepare and file court documents as directed. - Confer with law enforcement officials and prosecutors on the status of the cases and serve as a liaison between victims and Deputy District Attorneys or law enforcement officers including coordinating the time and place of interviews.	
2	MFA: Victim Rights and Resources Essential Duties: - Provide written notification of court events and document compliance with victim rights and services. - Provide all relevant documents, brochures, and contact information of agencies for victim throughout case prosecution and post-disposition. - Clearly explain the Criminal Justice System to victims, provide case specific information as appropriate and advise crime victims of their rights as mandated by law. - Accompany victims to appearances or attend on their behalf as requested and provide support and information in the grand jury and trial processes. - Provide and assist victims with referral information to agencies or programs for assistance, completing applications, claims and forms, information about stalking, Sexual Assault Protective Orders (SAPO) and Family Abuse Prevention Act (FAPA) protective orders. - Accurately and concisely document all activities in District Attorney Case Management System (PbK). - Answer questions from the public regarding information on the program, reporting and investigative process, and Victim's Rights.	40%
3	MFA: Community Outreach - Participate in various Multi-Disciplinary Teams with community and law enforcement partners, including preparation and delivery of reports regarding victim services. - Develop and maintain a collaborative relationship with law enforcement and human service agencies to provide effective service to victims. - Create and deliver presentations and trainings to community partners and/or to the public as assigned. - Contribute to and participate in regular ongoing trainings in-house and community-based. - Represent Benton County Victims' Assistance Program in National Crime Victims' Rights Week activities.	5%
4	MFA: Manage Grants Essential Duties: - Support Program Manager in writing and managing local, state, and federal grants including compiling statistics for grant reporting. - Provide support in training and working with victim services interns.	5%
Percentage for time in Victim Services		100%

Special Requirements related to essential functions e.g. certification, driver's license, professional licenses, bilingual, etc.

Spanish bilingual proficiency preferred but not required.

4 years of experience in the field of Human or Social Services, Psychology, Criminal Justice, Victim's Outreach Services, Community Justice or an equivalent combination of education or experience. 1 year of advocacy experience in a prosecution office.

Must become a Notary Public and obtain and maintain a valid ODL within the first month of employment. Employee must complete the State Victim Assistance Academy within the first year of employment.

Hiring requires successful completion of a criminal background investigation and ongoing compliance with Federal, State and Local statutes.

Position may be assigned to work in the Courthouse and/or the Juvenile Department.

Knowledge of the juvenile and adult criminal justice system and legal procedure including state and local laws, legal

Considerable knowledge of the adult criminal and juvenile justice system; victimology; best practices in trauma informed services; stress and crisis intervention techniques; legal office practices, procedures, documents and terminology; court procedures and processes; and business English, grammar and composition.

Skills in operating basic office equipment including a personal computer utilizing word processing software. Skills in interacting with people under stressful conditions, communicating tactfully with individuals who hold strong opinions and viewpoints, and relate to a wide variety of individuals from different socio-economic, cultural and ethnic groups.

Ability to communicate effectively both orally and in writing; ability to meet and deal effectively with the public and other employees; ability to make decisions independently in accordance with established policies and procedures, and to use judgment in carrying out tasks and responsibilities; ability to maintain strict confidentiality, and to establish and maintain records, reports and other data, and the ability to work under tight deadlines. Ability to work effectively in a team-centered environment. Ability to develop and maintain the confidence and cooperation of emotionally vulnerable individuals.

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____