



## **NOTICE OF EMPLOYMENT**

**POSITION:** VICTIM ADVOCATE

**DEPARTMENT:** SHERIFF

**OPEN DATE:** MARCH 19, 2020

**CLOSE DATE:** MARCH 31, 2020

**SALARY RANGE:** \$15.00 PER HOUR

**EMPLOYMENT STATUS:** NON-CAREER SERVICE/AT-WILL POSITION/ BENEFIT ELIGIBLE

### **JOB SUMMARY:**

Performs a variety of victim advocate related services and duties, including assisting victims and witnesses of all crime categories, assessing needs, providing information, and making appropriate referrals to services available within the community. Will act as a liaison for victims between law enforcement personnel, prosecution, judicial system, and other related agencies. Will assist in providing statistical data of workload and services provided to the Victim Advocate-Grant Specialist for grant application, along with assisting in victim advocate volunteer staff trainings and other duties as assigned. Works under the supervision, guidance and direction of the Iron County Sheriff's Office, while working with the Victim Advocate Coordinator-Grant Specialist responsible for coordinating services with Iron County law enforcement and other agencies.

**NOTE: This position is funded and is made possible by a Federal Grant. Continuation of the position is contingent on future funding being obtained. Position is not eligible for Iron County Career Service Status for this reason. Position may be eliminated if future funding is not made available.**

### **MINIMUM QUALIFICATIONS**

Graduation from High School or equivalent (GED) is required. A bachelor's degree in Social Work, Psychology, Behavioral Science, Criminal Justice, or a related field and at least one (1) year of related victim advocate work experience or a combination of equivalent work, volunteer, and/or educational experience is preferred.

### **SPECIAL QUALIFICATIONS**

Must hold and maintain a valid State of Utah Driver License.  
Must maintain compliance of Iron County and Cedar City vehicle policies – including maintaining an acceptable driving record.  
Must be able to pass a criminal background check.  
Must be able to pass a pre-employment drug screen.  
Successful completion of the basic 40-hour Victim Advocate Training within six (6) months of employment.

**Desire** to work with persons affected by domestic/sexual violence, stalking, human trafficking, elder abuse and homelessness in a judgment-free, culturally sensitive, time flexible manner that is adaptive to their needs in a constantly changing environment. Understanding community resources. Maintains strict confidentiality with families and staff in accordance with established policies and procedures.  
**Skill** in oral, written and verbal communication; bookkeeping/accounting, invoicing, bank deposits, and handling money; dealing with angry or upset patrons. **Ability** to distill relevant and useful elements from vast amounts of information; correctly use grammar, spelling and punctuation; understand and follow broad objectives and instructions; manage details in an organized way; handle the stress of deadlines; maintain accuracy, even when work is frequently interrupted; exercise initiative, independent judgment and to act resourcefully under varying conditions; **Working knowledge** of participant advocacy best practices and crisis intervention; **Knowledge** and skills of various computer applications; including word processing, data entry, and spreadsheets;

*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. Please see full job description for a more detailed list of duties. Iron County is a drug-free workplace. Successful applicants are required to successfully pass drug and background screenings.*

Prior to submitting an application, please read the directions provided with the application form found on Iron County's website. Applications must be received on or before the closing date by 5:00 p.m. MST.

**APPLICATIONS ARE AVAILABLE FOR PRINT AT [www.ironcounty.net](http://www.ironcounty.net)**

IRON COUNTY EMPLOYMENT APPLICATIONS MAY BE HAND DELIVERED OR MAILED TO:  
Iron County Human Resource Office  
82 North 100 East, Suite 204  
Cedar City, UT 84720

OR EMAILED TO: [jobs@ironcounty.net](mailto:jobs@ironcounty.net)

IRON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



# *IRON COUNTY*

<b>Title:</b>	Victim Advocate	<b>Effective Date:</b>	08/29/2018
<b>Department:</b>	Sheriff / Patrol	<b>Last Revised:</b>	09/19/2019
<b>FLSA:</b>	Non-Exempt / Non-Career Service Eligible	<b>Pay Level:</b>	15.00

**NOTE: THIS POSITION IS FUNDED AND IS MADE POSSIBLE BY A FEDERAL GRANT. CONTINUATION OF THE POSITION IS CONTINGENT ON FUTURE FUNDING BEING OBTAINED. POSITION IS NOT ELIGIBLE FOR IRON COUNTY CAREER SERVICE STATUS FOR THIS REASON. POSITION MAY BE ELIMINATED IF FUTURE FUNDING IS NOT MADE AVAILABLE.**

## **GENERAL PURPOSE**

Performs a variety of victim advocate related services and duties, including assisting victims and witnesses of all crime categories, assessing needs, providing information, and making appropriate referrals to services available within the community. Will act as a liaison for victims between law enforcement personnel, prosecution, judicial system, and other related agencies. Will assist in providing statistical data of workload and services provided to the Victim Advocate-Grant Specialist for grant application, along with assisting in victim advocate volunteer staff trainings and other duties as assigned.

## **SUPERVISION RECEIVED**

Works under the supervision and guidance of the Iron County Sheriff's Office, while receiving direction from the Victim Advocate Coordinator-Grant Specialist responsible for coordinating services with Iron County law enforcement and other agencies.

## **SUPERVISION EXERCISED**

None

## **ESSENTIAL FUNCTIONS**

- Provides crisis intervention and emergency assistance by assessing needs and making referrals to other community resources.
- Assists with applications for state victim assistance compensation by obtaining necessary information and documents, filling out and processing necessary forms, and following the case through coordination efforts with victims.
- Initiates and maintains case logs, documents case activities, maintains ledgers and other recordkeeping systems.
- Orients victims through the criminal justice system by explaining procedures and the status of criminal proceedings or cases, while also providing court support to victims.
- Acts as an advocate for victims to ensure their needs are addressed within the community and criminal justice system while conferring with law enforcement officials and prosecutors on the status of cases, assisting with the preparation of temporary restraining orders, reimbursement claims, and other processes designed to assist and protect the rights of victims.
- Coordinates efforts and information with other victim service providers.
- Provides support to victims and possible secondary victims during interviews with law enforcement officers, attorneys and court personnel, while explaining criminal justice system and victim rights.
- May respond to the scene to assist victims on a limited basis.

- Provides victims with follow-up contacts relating to case status/disposition information such as charges filed, status of criminal proceedings, terms and conditions of probation, parole hearings and release date.
- May be assigned administrative tasks such as compiling narrative and statistical data and summaries.
- Promotes the victim assistance program through community presentations.
- Performs outreach to identify victims eligible for assistance while evaluating needs.
- Actively participates in county-wide task forces, councils, and committees.
- Follows up on all assigned cases, including the review of incident reports to determine the possible continued need for advocacy services.
- Accesses court database/computer systems and state/county/local police computer systems to research case histories of victims and offenders.

## **EDUCATION AND EXPERIENCE**

A high school diploma or equivalent is required. A bachelor's degree in Social Work, Psychology, Behavioral Science, Criminal Justice, or a related field and at least one (1) year of related victim advocate experience or a combination of equivalent work, volunteer, and/or education experience is preferred.

### **1. Knowledge, Skills, and Abilities:**

- Desire to work with persons affected by domestic/sexual violence, stalking, human trafficking, elder abuse and homelessness in a judgment-free, culturally sensitive, time flexible manner that is adaptive to their needs in a constantly changing environment.
- Working knowledge of participant advocacy best practices and crisis intervention.
- Understanding of community resources.
- Able to maintains strict confidentiality with families and staff in accordance with established policies and procedures.
- Excellent oral, written, and interpersonal communication skills.
- Knowledge and skills of various computer applications; including word processing, data entry and spreadsheets.
- Ability to distill relevant and useful elements from vast amounts of information.
- Ability to understand and follow broad objectives and instructions.
- Ability to manage details in an organized way.
- Ability to handle the stress of deadlines.
- Ability to maintain accuracy, even when work is frequently interrupted.
- Skill in dealing with angry or upset patrons.
- Ability to exercise initiative, independent judgment and act resourcefully in varying conditions.

### **2. Licensing, Certifications and Other Requirements:**

- Must possess and maintain valid Utah Driver's License.
- Must maintain compliance of Iron County vehicle policy – including maintaining an acceptable driving record.
- Must be able to pass a pre-employment drug screen and maintain compliance of Iron County drug and alcohol policies and guidelines.
- Must complete basic 40-Hour Victim Advocate Training within six (6) months of employment.
- Must successfully pass a background investigation, which may include criminal history records, education verification, credit and financial information, employment history, and personal reference checks.

**3. Physical Demands:**

Typically sit at a desk or table, regularly walk, stand, or stoop. Regularly use office equipment, which may require a high degree of dexterity. Occasionally lift, carry, push, pull or otherwise move objects weighing up to 30 pounds. Work for sustained periods of time maintaining concentration and attention to detail – including prolonged use of a computer. Able to safely operate/drive a motor vehicle as needed.

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

**4. Work Environment:**

Employee will generally work in a comfortable office setting, with work occasionally being done in non-environmentally controlled environments. Great mental effort will be required daily, with some mental stress to be expected due to the nature, volume, and associated deadlines of the work. Possible exposure to potentially hostile, dangerous, and/or disturbing situations. Occasional short distance travel by vehicle to local satellite offices, work assignments, and/or meetings. Occasional evening, weekend and on-call work may be needed/required.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description.  
(Please Print Name)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Today's Date)