

Bonner County Job Description



Title: Victim Witness Unit Advocate

Department: Prosecutor

Supervisor: Victim Witness Unit Coordinator

Supervision Exercised: None

Wage Grade: 10

Job Description Revision: 5/2013

Number of Vacancies:

Open Date:

Close Date:

Posting Title	Victim Witness Unit Advocate
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General Summary	<p>Incumbent performs work that involves a wide variety of work situations that involve a moderate to high degree of complexity. Incumbent typically works under specific and definite directions and well-known procedures while often determining his or her own course of action or approach. Work requires the exercise of initiative, independent judgment and discretion insofar as incumbent applies standards and procedures to variable situations. Incumbent regularly interacts with supervisor while receiving periodic supervision. Communicates with others both inside and outside the organization, primarily with other law enforcement employees, courts, and other agencies as well as heavy communication with clients and their families. Work is typically performed indoors, but may involve intermittent exposure to weather and dangerous conditions while engaged and in contact with victims. Travel is regular, and typically limited to areas within the County.</p> <p>Incumbent performs work that involves a wide variety of work situations that involve a moderate to high degree of complexity. Incumbent typically works under specific and definite directions and well-known procedures while often determining his or her own course of action or approach. Work requires the exercise of initiative, independent judgment and discretion insofar as incumbent applies standards and procedures to variable situations. Incumbent regularly interacts with supervisor while receiving periodic supervision. Communicates with others both inside and outside the organization, primarily with other law enforcement employees, courts, and other agencies as well as heavy communication with clients and their families. Work is typically performed indoors, but may involve intermittent exposure to weather and dangerous conditions while engaged and in contact with victims. Travel is regular, and typically limited to areas within the County.</p>
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Essential Functions

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

1. Provides emergency intervention to adults and children who are victim to domestic violence and other forms of criminal activity. Conducts regular interviews of crime victims, families and others at the scene, in the office, or in other locations to assess personal needs and circumstances.
2. Serves as an advocate in the courts for victims of crimes. Prepares documentation on behalf of the victim, and works in conjunction with prosecutors, attorneys, agencies, families and others. Writes reports and collects all necessary information needed for court appearances and trials. Works with victims to prepare for court appearances and testimonies.
3. Provides counseling services to victims and their families. In many cases, provides crisis intervention activities such as calming, listening, problem solving, educating, and offering other support and options to assist victims and others affected by the criminal activity.
4. Performs various case management activities including developing case files for clients, providing written documentation of all contacts and services provided, as well as any follow up information obtained or needed. Develops proper documentation needed in court or throughout the case management process. Provides appropriate copies of documents to victims and officers of the court. Assists victims in filing appropriate paperwork and documents needed for self-protection and security.
5. As requested through dispatch, responds to the scene of domestic violence in conjunction with law enforcement officers. Assesses the victim, scene, children and others present, and all other pertinent information that would be useful in managing the case for the victim. May transport victims to safe locations as requested or deemed necessary.
6. Provides transportation of clients on a regular basis to and from shelters, medical appointments, agency appointments, food bank, grocery shopping, and Civil Standby's with law enforcement officials. May involve arranging for child and pet care for the client, assisting in moving personal items from their homes, notification of relatives, etc.
7. Connects clients with needed information and resources in the area or within other states as needed. May include connecting with attorneys, counselors, community resource agencies, educational opportunities, shelters, etc. May also involve making arrangements for travel and medical services, assisting with applications, and networking with relatives, community agencies, etc.
8. Attends meetings with other agencies to coordinate services and efforts.
9. Provides information regarding domestic violence and Crime Advocate services to community agencies or groups, individuals or others within the public.
10. Manages VAST client and criminal cases through NetVMS ensuring all contacts are logged and pertinent information is shared with other staff as needed.
11. Works directly with attorneys to obtain documents, recordings, records, reports, etc... from other jurisdictions and/or victims for criminal cases.
12. Will be assigned cases within the prosecutor's office as a victim witness coordinator. Cases will include misdemeanor, juvenile and felony offenses. Will work directly with the victims in these cases to ensure all needs are met by facilitating conversations and meetings with the assigned Prosecutor as needed.
13. Will gather and prepare all documents and information necessary for restitution requests made in criminal cases.

Secondary Functions	<ol style="list-style-type: none"> 1. Performs all other duties as assigned.
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Specifications	<ol style="list-style-type: none"> 1. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. 2. High School diploma or equivalent, with experience in law enforcement, counseling or related field required. 3. Working knowledge of victims' rights as they pertain to Idaho State Law. Good knowledge of the criminal justice system. 4. Good working knowledge of crisis intervention techniques, law enforcement and court proceedings. 5. Ability to provide effective counseling services to victims of crimes. 6. Ability to mitigate potentially violent situations, assess the needs of others (physical, mental and emotional), and determine the best course of action to provide necessary assistance to victims. 7. Knowledge of and ability to use basic computer (PC) functions as needed for report writing, record keeping and related. 8. Ability to work with victims and their families possessing a wide variety of personalities and behaviors. Ability to assess behavioral considerations and modify treatment accordingly to ensure appropriate safety and security of clients and the public. 9. Ability to assess individual behavior to identify behavioral problems or inconsistencies. Ability to determine appropriate action to ensure client and public safety and security. 10. Ability to maintain high levels of confidentiality as they pertain to clients or information that they hold that the incumbent may be subject to during the normal course of the job. 11. Knowledge of basic math skills sufficient to count and record monetary transactions. Ability to read and comprehend rules and instructions. 12. Ability to communicate effectively, both orally and in writing. Most communication is made in face-to-face settings with some written communication required for report writing and other paperwork. Advanced skill in conflict resolution and intervention techniques. 13. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
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Working Conditions	<p>Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual hearing, talking, standing and routine, sedentary work; regular walking, occasional crouching, grasping, stooping, and reaching. Frequent lifting, pushing and pulling in weights of 40 pounds. Incumbent is often subject to socially hostile environments involving high levels of tension and stress. May require working odd hours, long hours and extensive driving in the local area or throughout the County.</p>
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Disclaimer

This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____