



## JOB DESCRIPTION

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**TITLE:** Victim Advocate Program Coordinator  
**DEPARTMENT:** Police  
**GRADE:** 13  
**FLSA:** Non-exempt  
**EEO DESIGNATION:** Protective Service Workers  
**REVISION DATE:** 04/06/2012

### **POSITION SUMMARY**

The Victim Advocate, under the direction of the Police Chief, is responsible for the Draper City Victim Advocate Services Program. This position provides information and services to victims of violent crime, is the liaison between the different courts, facilitates advocacy services, resources and support, and provides crisis intervention to victims of crime. This position is also responsible for supervising the Victim Advocate Volunteer Coordinator and the volunteer staff as well as assisting with the recruitment and training of volunteer victim advocates.

### **ESSENTIAL FUNCTIONS:**

- Manage/coordinate all activities relating to Draper's Crime Victim Services Program.
- Review and assess violent crime reports as reported to the police by victims, witnesses, etc.
- Contact victims of violent crime to provide information and referrals regarding available community services and resources (e.g. shelter care, treatment and education programs, legal assistance, financial aid, etc.) and the investigation process.
- Follow up appropriately with all assigned cases. Provide needs assessment based upon information obtained through client interview, case reports, offender criminal histories, etc.
- Recruit, train and supervise volunteers with the assistance of the Victim Advocate Assistant.
- Act as a liaison for victims between law enforcement, prosecution and other related agencies.
- Monitor and gather statistical records and review advocate and volunteer supplemental reports.
- Develop and maintain client files; keep statistical records of victim contacts; compile and provide quarterly reports to the Chief of Police, City Manager and the Office of Crime Victim Reparations.
- Assist victims through court proceedings and with completion and submission of forms and paperwork necessary to the legal/victim reparation process; provide notification of procedures as required.
- Write yearly grant, quarterly reports and annual reports. Complete quarterly financial report and meet with financial supervisor to review financial expenditures.



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- Responsible for the care, condition, and use of materials, equipment, money, and tools, and for making decisions which affect the activities of others. Some information available to this individual falls under the "Right to Privacy Act" and must be protected from the general public.
- Coordinate and network with other community agencies and programs.
- Performs other related duties as directed.

### **MINIMUM QUALIFICATIONS:**

High school diploma or equivalent; Associates degree from an accredited college or university with course work in the Social and Behavioral Sciences required or Bachelor's degree in criminology, sociology, social work, psychology or women's studies preferred. May substitute additional experience for required education on a year-for-year basis.

Must have at least one year of related, paid work experience. Grant writing skills and experience preferred. Utah Victim Assistance Academy and Rape Crisis training certificate is preferred, or should be obtained within a year of hire.

Must possess a valid Utah driver's license.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Must have knowledge of police terminology and practices, municipal and state laws, police records procedures, information and privacy laws, clerical and general office practices, procedures and equipment.
2. Must have ability to apply statistical methods appropriately.
3. Must be familiar with court proceedings, crime victim's rights, victimology theories, crisis intervention techniques and with various community resources.
4. Must be able to communicate effectively both verbally and in writing; be able to use English correctly, including spelling and vocabulary.
5. Must have the ability to professionally furnish and obtain information from other departments; preserve and maintain confidentiality of victim information; make contacts with other enforcement agencies and courtroom personnel; regular and frequent contact with persons of high rank, requiring tact and judgment to deal with and influence people; occasional contact with press and community groups; contact with walk-in complainants from all professions and status in the community.



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### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Considerable exposure to stressful situations, including potentially hostile environments at times.

May involve non-traditional working hours, including occasional evenings, weekends and holidays as needed.

*The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.*

*The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*