



VICTIMS ADVOCATE – Part-Time OPEN POSITION

This is a part-time position working 19 hours a week and on-call hrs. to include weekends and holidays. Wage is commensurate with education and experience.

POSITION PROFILE

Under the direction of the Program Coordinator, the Victims Advocate provides victim advocacy services to victims in Duchesne County and supervises volunteers in the Duchesne County Victims' Advocacy Program (DCVAP). Assesses victims' needs and safety, and acts as a liaison between victims and service/resource providers. Coordinates participation with the criminal justice system and communication with prosecuting attorneys. Complies with the procedures of the Victims' of Crimes Act (VOCA) and Violence Against Women Act (VAWA) grants. Develops community relations and raises awareness of victims of domestic violence and sexual crimes. Assists families to access community resources, develop safety plans, and receive education.

Incumbent will:

- Respond to hospitals, crime scenes, and other locations as requested by sworn Sheriff's Office, and Roosevelt Police
- Department personnel to assist primary and secondary victims with crisis needs and to provide emotional support;
- Assess victims' safety and other needs, informing them of available resources and acting as a liaison in obtaining services;
- Provide crisis intervention for victims;
- Assist victims of crime through the judicial process by providing information regarding the legal process, investigation process, and resources such as shelter, treatment, education, legal assistance, and financial aid;
- Assess and review violent crime reports and ensures victims are contacted within established time frames;
- Receive cases referred by Duchesne Deputy Sheriffs, Roosevelt City Police Officers and serves as a liaison between the victim, the referring deputy and the attorney;
- Acts as a liaison between the victim, referring Deputy, and attorney;
- Track case information, document referrals and other actions, and write reports on case progress; and
- Collect statistical information for the Office of Crime Victim Reparations
- Incumbent 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.

MINIMUM QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School Diploma or Equivalent Required
- Bachelor's degree in behavioral science, psychology, sociology, criminal justice, or a related field preferred but not required.
- One (1) year work experience in law, law enforcement, social work, or criminal justice agency also preferred.
- Bilingual Spanish preferred but not required.

CERTIFICATIONS AND/OR LICENSES

Valid Utah Driver's License along with clean motor vehicle record.

APPLICATIONS

County website at <http://duchesne.utah.gov>

In person: Duchesne County Administrative Office Building, 734 N Center St, Monday through Friday 8:30 AM - 5:00 PM.

By Mail: ATTN: Human Resources: Duchesne County Administrative Office Building P.O. Box 346, Duchesne, Utah 84021-0346

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IS COMMITTED TO EMPLOYING A DIVERSIFIED WORKFORCE.