



ASSISTANT VICTIM ADVOCATE

DEPARTMENT: POLICE

GRADE 15

CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Victim's Advocate who assists victims of crime through interviewing actions and facilitating the use of community services on the victim's behalf.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Assists the Victim's Advocate by providing 24-hour crisis intervention counseling for victims of crime.
2. Conducts intake and needs assessment interviews with victims of crimes.
3. Assists victims in areas of need, such as clothing, housing, employment and counseling through the employee's knowledge of community resources.
4. Establishes and maintains private resources, such as religious and social organizations, for the welfare of referred clients.
5. Provides assistance such as orientation to procedures, transportation and moral support, to victims involved in court proceedings.
6. Advises victims of eligibility requirements for compensation under the State of Florida's Crime Compensation Act; provides appropriate forms and assistance in completing applications.
7. Make public appearances to promote victim advocate services and to broaden the crime prevention message.
8. Assists and coordinates supportive activities in collaboration with the Family Crisis Coordinator, as victimization needs may apply to juveniles.

REQUIREMENTS:

A. Training and Experience:

Graduated from an accredited college or university with a minimum of an Associates Degree in psychology, sociology, social work, or a closely related field which may be substituted for the college requirement provided a minimum of 100 hours of State of Florida approved training in the field of victim advocacy has been successfully completed within the past five years
Two (2) years experience in family counseling or crisis intervention, which included the use of supportive community services organizations/programs required

B. Knowledge, Abilities, and Skills:

Knowledge of principles and practices of counseling and interviewing techniques and their applications to victims of crime.

Knowledge of the criminal justice system's policies and procedures regarding victims of crime.

Ability to establish rapport, and effectively counsel and assist crime victims and their families, sometimes under adverse conditions.

Ability to analyze complex situations and to act calmly and quickly in emergency situations.

Considerable knowledge of community resources related to various aspects of social welfare; including housing, food programs, religious organization, employment rehabilitation, counseling and financial assistance.

C. Physical Requirements: 1

D. Environmental Requirements: 1

E. Sensory Requirements: 8,9

Revised 09/09/04