

Liberty County Crime Victim/Witness Advocate Job Description

Under the supervision of the Liberty County Attorney, provides follow-up on all criminal cases, contacts and provides services to crime victims.

GENERAL PURPOSE

The Employee in the position performs a variety of duties in regards to crime victim/witness advocacy. A crime victim witness advocate will be responsible for contacting, assisting, and notifying victims in regards to their legal rights as victims. The Employee will maintain contact with victims/witnesses as they navigate the legal process. The Employee will also be responsible for assisting with grant writing and grant maintenance. The Employee will provide services to victims of both city and county crimes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Employee in this position has the following duties and responsibilities:

1. Reviews and assesses violent crime reports as reported to the police by crime victims, witnesses, etc.
2. Contacts victims of violent crimes (particularly domestic violence); provides information regarding legal process, resources (i.e. shelter care, treatment and education programs, legal assistance, financial aid), and investigation process.
3. Advocates for victims of crime.
4. Acts as liaison between victim and law enforcement in administering and educating victim on APRAIS questionnaire and assessment.
5. Attends legal hearings, interviews, trials, and other legal functions, which the victim is required to attend.
6. Maintains contact with the victim throughout the legal process.
7. Provides emotional support and crisis intervention for victims of crime.
8. Obtain restitution information from victims and provide alternate means for the victim to be compensated for damages incurred as a result of criminal behavior.
9. Remains knowledgeable with state law and procedure as it pertains to the court process, crime victim's rights, and advocacy work.
10. Provide liaison and coordination between the Liberty Sheriff's Department and prosecuting agencies such as the Liberty County Attorney's office; the Liberty County District Attorney's office, the Montana office for victim services, mental health professions, rape crisis centers and case follow-up.
11. May be called to duty outside of business hours to assist victims as needs arise.
12. Grant writing and maintenance.

13. Will work with confidential criminal justice information.
14. Will work closely, openly, and professionally with members of the Sheriff's Department, County Attorney's office, City Attorney's Office, and all facets of the court systems.
15. Maintain contact with the County Attorney or their designee regarding involved cases and victims.
16. Performs duties, and attends training as determined necessary for victim advocacy by the County Attorney or their designee.
17. Keeps statistical records of victim contacts.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduate of accredited High School or GED equivalent.

Special Requirements

- Valid Driver's License.
- Must be willing to be on call occasionally to assist crime victims at the scene.

Necessary Knowledge, Skills and Abilities

- Knowledge of appropriate state and local laws relating to domestic violence and crime victims; legal terminology, court practices and procedures.
- Ability to: interview victims and obtain relevant information; communicate effectively and compassionately, verbally and in writing; follow written and verbal instructions; prioritize tasks; track and monitor funds; establish and maintain effective working relationships with employees and the public.
- Working knowledge of computers, electronic mail, internet, and the ability to learn law enforcement computer programs.
- The ability to handle stressful situations
- The ability to utilize sensitive confidential criminal justice information according to federal, state, and local laws.

PHYSICAL DEMANDS

The following physical demands are representative of the tasks required to successfully perform the minimum functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. To perform the requirements of this position, the employee is required to sit, talk, hear, and see. The employee in this position is required to use hands, fingers, and must operate objects, tools, controls, and reach

with hands and arms. The position may require shift work in rare occasions and call outs. The employee in this position must occasionally lift and/or move up to 40 pounds.

SCHEDULE

Position is Part-time, eight (8) hours per week. Schedule to be determined by coordination from County Attorney, and when requested by Law Enforcement.

CONCLUSION

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignments to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.