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| Job Title: | Victim’s Advocate | Department/Loc: | Police Department |
| FLSA Classification: | Hourly/Non-exempt | Date Drafted: | October 6, 2022 |
| Reports To: | Victim’s Advocate Coordinator | | Grade: 110 |

Position Summary

Under the general supervision of the Victim’s Advocate Coordinator, the purpose of the position is to provide short-term crisis intervention and evaluation of crime victims. The position is responsible for serving crime victims, as well as informing them of their rights and the ensuing legal process. This position is non-LE/civilian. The position follows appropriate procedures and decides how and when to perform tasks under general supervision.

Position Responsibilities - Essential
This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

- Assumes on-call duties for Victim’s Services.
- Attends court proceedings, to include as needed on weekends and holidays.
- Participates in in-service training as needed.
- Receives reports in order to establish whether Victim’s Services are needed.
- Maintains assigned equipment and uniforms for proper condition.
- Provides information, educational materials, applications for Victims’ Compensation Fund, and referrals to crime victims; advises crime victims regarding media contacts.
- Transports victims to hospital, shelters, court and/or safe houses; assumes custody of victims’ children when parents are arrested, until the Department of Social Services (DSS) takes custody of the children.
- Assists crime victims through the criminal justice system; informs victims of case status; compiles statistical data on victim records; gathers victim incident information for reports; accompany victims to court proceedings as necessary; assist victims with documentation/paperwork as needed.
- Contacts employers/school officials/landlords, etc., of crime victims apprising them of situation.
- Distributes donations to crime victims and their families.
- Assists with funeral arrangements or death related issues.
- Responds to scenes as necessary for victim’s assistance.
- Ensures grant stipulations are in compliance.
- Apprises officers of changes in crime victim laws.
- Keeps Victim’s Advocate Coordinator informed of Victim’s Services activities.
- Helps develop and implement policies and procedures.
- Attends meetings and conducts various meetings as required.
- Develops and maintains cooperative relationships with community partners, outside vendors, and the general public contacted in the course of work.



- Attends periodic training sessions, maintains required level of proficiency in regards to Victim's Services.
- Reviews reports and monthly statistics in regards to victims of crime; prepares administrative reports.
- Keeps the Victim's Advocate Coordinator advised of any and all incidents or events that require his/her attention.
- Cooperates with law enforcement officers of other state, local, and federal agencies in investigations.
- Operates/uses various types of office equipment such as computers, computer supplies, printers, calculators, radio equipment, telephones, fax machines, copiers, cameras, protective gear, etc., to include a vehicle.
- Participates in safety related training, makes suggestion as necessary; serves on inspection teams when appropriate. Works according to good safety practices as posted, instructed and/or discussed. Follows safety rules and regulations and uses personal safety equipment.
- Maintains prompt and regular attendance; adheres to city/departmental policies and procedures regarding absences and tardiness.

Position Responsibilities - Non-Essential/Other

- Prepares reports, papers, and other documents appropriate to the department; maintains and updates records.
- Attends seminars and studies written materials to maintain knowledge in the field.
- Be prepared with bags or backpacks regarding instances where a victim(s) requires a change of clothes, toiletries, and etc.
- Performs general administrative work as required, including, but not limited to, attending and conducting meetings, preparing reports and correspondence, entering and retrieving computer data, answering the telephone, copying and filing documents, sending and receiving faxes, etc.
- Performs other related duties and other duties as assigned.

Essential Skills and Experience

- Requires a GED or High School Diploma or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities.
- Requires performing tasks prescribed by standard practices but which may require the use of several procedures and the use of independent judgments with obvious choices; requires normal attention for accurate results.
- Requires reading procedures manuals to solve practical problems, such as methods and procedures for providing services to victims; speaking/writing compound sentences using normal grammar and word form.
- Analytical abilities necessary to make sound, logical decisions quickly and sound judgment is required to act in best interest of citizens and jurisdiction.
- An advanced level of interpersonal skill is necessary in order to develop cooperative working relationships with employees, senior management, elected officials, and vendors supplying goods or services to the jurisdiction.
- Licenses and certifications:
 - Valid South Carolina Driver's License, Class D
 - Must obtain and maintain Victim Assistant Specialist Certification yearly



Mental & Physical Demands - ADA Guidelines

Physical Demands

- | | | | |
|-----------------|------------|------------------------|------------|
| • Sit | Frequently | • Reach Above Shoulder | Frequently |
| • Walk | Frequently | • Climb | Frequently |
| • Stand | Frequently | • Crawl | Frequently |
| • Handling | Frequently | • Squat or Kneel | Frequently |
| • Reach Outward | Frequently | • Bend | Frequently |

Lifting Requirements

- | | | | |
|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds | Frequently | • >100 pounds | Occasionally |
| • 21-50 pounds | Frequently | | |

Pushing and Pulling Requirements

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|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds | Frequently |
| • 13 to 25 pounds | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds | Frequently | | |

Definitions

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|--------------|----------------|---|
| • <i>N/A</i> | Not Applicable | Activity is not applicable to this occupation |
| • <i>O</i> | Occasionally | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| • <i>F</i> | Frequently | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • <i>C</i> | Constantly | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking and color perception.

The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

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|---------------------|--------------------|-------------|
| Print Employee Name | Employee Signature | Date Signed |
|---------------------|--------------------|-------------|

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| Print Manager/Supervisor Name | Manager/Supervisor Signature | Date Signed |
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