

JOB TITLE: Coordinator, Victim Advocate

JOB CODE: 15.35

GRADE: 14

CLASSIFICATION: Non-Exempt

PURPOSE OF THE POSITION: To assist primary and secondary victims, as well as witnesses of crimes that occur in the City of Sarasota. (FSS 960)

MINIMUM QUALIFICATIONS: An Associate Degree from an accredited college or university and five (5) years of experience in related work involving contact with the public; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities. A Bachelor Degree is preferred.

SPECIAL REQUIREMENTS:

- Ability to deal with victims/witnesses in a compassionate and non-judgmental manner.
- Ability to maintain high level of confidentiality.
- Ability to establish and maintain effective working relationships with other City employees.
- Ability to maintain liaison with other criminal justice agencies and institutions concerned with victim/witness needs.
- Ability to be on call 24 hours a day, seven (7) days a week and to be available for a call to any crisis in which an officer or detective needs assistance with the victim or a victim's family.

ESSENTIAL FUNCTIONS:

- Provides appropriate personnel with the name of the victim advocate who will be available for callout each day/weekend.
- Provides assistance to victims in which there is a death, serious injury or serious emotional trauma to the victim or the victim's family.
- Provides immediate and temporary crisis counseling to primary, and if necessary, secondary victims and witnesses.
- Assists the immediate needs of the victim.
- Refers to appropriate community service organizations and agencies.
- Assists community agencies and organizations in working with victim/witnesses.
- Assists victim/witnesses through the criminal justice system.
- Assists officers and detectives to provide assistance and information on cases.
- Assists victims in filing for compensation from the State Bureau of Crimes Compensation and Victim/Witness Services.
- Serves as a liaison for the victim within the Department.
- Submits supplemental reports on cases when appropriate.
- Maintains a log of all cases in which involved.
- At no time will confidential information pertaining to a victim or a victim's case be presented to or discussed with anyone not officially involved in the case.
- Transports victim/witnesses when necessary and the case load permits.

- Provides appropriate assistance to victim/witnesses who have been threatened or who, in the judgment of the agency, express specific, credible reasons for fearing intimidation or further victimization.
- Contacts victim/witness on a periodic basis if it appears that the impact of the crime has been unusually severe.
- Acts as a liaison with other criminal justice agencies and institutions concerned with victim/witness needs.
- Trains sworn and non-sworn personnel about the existence and function of the program at least once every two (2) years.
- Trains sworn and non-sworn personnel who have contact with victim/witnesses about the rights and needs of victim/witnesses under current policies.
- Assures victim/witnesses are advised of the status of their cases, including the arrests and release of suspects, as possible.
- Assists in the notification of the family when an employee is killed or seriously injured in the line-of-duty and all Class I, II, III procedures, consistent with written directives.
- Assists the family at the hospital, funeral and/or with legal and benefit matters.
- Maintains a long-term contact with the family to assist in any way.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

PUBLIC CONTACT: Considerable public contact.

SUPERVISION RECEIVED: General and specific assignments are received subject to the orders of the Police Chief or designated representative. Considerable independent judgment exercised within the framework of established departmental procedures.

SUPERVISION EXERCISED: None.

PHYSICAL REQUIREMENTS: This is primarily sedentary work requiring limited physical effort. Position requires visual acuity for reviewing, checking, preparing, and maintaining written and computer files. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office, data entry, and word processing equipment is required.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the Police Chief or designated representative.