



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Victim Advocate Specialist

Department: Sheriff

Pay Grade:

FLSA Status: Non-Exempt, Contract – Part-time

JOB SUMMARY

This position is responsible for providing support and assistance for victims of crime within Ouray County. This position must work well independently while providing excellent, respectful customer service and interpersonal skills, and performing other duties as assigned.

This position receives general supervision from the Ouray County Sheriff and / or Undersheriff, and provides functional supervision to the Victim Advocate Volunteer.

ESSENTIAL JOB FUNCTIONS

- Assists victims with understanding and coping with their situations, communicates with relevant parties, and acts as liaison between various professionals, law enforcement, the legal system, human services, and offices of the courts.
- Provides a wide variety of case management services for victims of crime or tragedy. Reads and interprets police reports, assessing the needs and making recommendations.
- Provides victims / witnesses with information on their rights, criminal justice processes, procedures, and proceedings. Makes referrals to other agencies as warranted.
- Assists victims or their families with victim compensation and financial assistance applications, appeals, restitution process or civil remedies.
- Maintains statistical data for various reporting and case management.
- Work extra hours as needed and on call as required.
- Must be able to respond from time of call to location of incident within 30 minutes.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in related field and two years' experience in victim advocacy. Equivalent combinations of education and experience may be considered.

Knowledge of:

- State of Colorado criminal justice system.
- State of Colorado Crime Victims' Rights Act.
- Principles, practices, and techniques of crisis intervention.
- Regional resources available to crime victims and the ability to assist with appropriate resources.

Ability to:

- Intervene in crises, assessing victims needs and help with applying appropriate resources.
- Prepare reports documenting casework and provide case updates to victims in an accurate and timely manner.
- Comprehend and apply standards and guidelines of victim advocacy including the code of ethics and the Colorado state constitution for victim's rights.
- Excellent listening skills and communicate effectively orally and in writing.
- Cultivate and maintain effective working relationships with Ouray County Sheriff's Office; also the courts, Human Services, legal representatives and the general public.
- Use a two way radio.

SPECIAL REQUIREMENTS

Possession of a valid driver's license with a safe driving record.

Bilingual in English / Spanish preferred.

Ability to complete FEMA ICS 100 and IS 700 training within six (6) months of hire.

PHYSICAL DEMANDS

This job requires continuous talking or hearing, frequent sitting, occasional reaching with hands and arms, occasional walking and standing, and possess manual dexterity. Occasionally required to lift up to 25 pounds.