SAN JUAN COUNTY
POSITION DESCRIPTION

Position Title: Victim Advocate
Date: Revised July, 2010

Reports to: Prosecuting Attorney
Department: Prosecuting Attorney

FLSA Status: Non-exempt
Positions Supervised: None

BASIC FUNCTION: The Advocate is responsible for providing support to victims while they go through the criminal justice system, attending court with the victim, advising them of their rights, working with the victims to keep them informed and comfortable with the process. The Advocate will provide above listed services to victims of felony, gross misdemeanor and misdemeanor crime in the absence of the other Victim Advocate. The Advocate will coordinate services with agencies that can provide assistance to the victim. Crimes may include the following types: homicide, domestic violence, adult and child sexual assault, elder abuse, vehicular assault, assault, robbery and property crime. The Advocate will coordinate the provision of information, training and news releases to increase awareness within the community and among service providers regarding victims of crime.

MINIMUM QUALIFICATIONS: Bachelor’s degree (Master’s degree desirable) with emphasis in counseling, social services and psychology, OR any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential job functions. Strong verbal and written communication skills necessary. Ability to relate to and work well with distressed victims of crimes and effectively coordinate services with other local and state agencies. Demonstrated administrative and organizational skills required.

PRINCIPAL DUTIES - Asterisk designates essential function:
1. Provides support as victims go through the criminal justice system, including advising victims of: their rights; charging decisions; protection orders and options and conditions that may be imposed to ensure safety; progress of case such as arraignments, changes of plea, trials, sentencing accompany victims to court. Assists victims with the preparation of: victim impact statements at sentencing; 2) restitution paperwork; and, 3) necessary paperwork for Crime Victim Compensation benefits.

2. Acts as a liaison for victim, prosecutors and courts; schedules and participates in prosecutor and defense attorney interviews with the victim. Works with other law and justice departments to coordinate release of evidence; flow of paperwork; government response to victim; and other meetings among Sheriff, Prosecutor, community groups and others as appropriate.

3. Coordinates with private and public organizations for victim services to include emergency assistance. Refers victims to local, state and federal agencies for services.

4. Coordinates training for local agency personnel and law enforcement, to include information on the Victim Services Unit, victimization issues, the criminal justice system, and victim statuary and constitutional rights.
Position Title: Victim Advocate

Page 2

5. Provides information to the community and directly to community groups to increase understanding and awareness of services available to victims and the impact of crime on victims and the community. Write and distribute printed and website materials and news releases focusing on victim rights and issues related to the crimes of rape, sexual assault, child abuse, homicide and domestic violence. Develop and provide educational materials to crime victims.

6. Recruits and supervises volunteer positions; determining responsibilities and job duties of each.

7. Under the direction of the Prosecuting Attorney, prepares and administers the following: victim case files, semi-annual reports to the Law and Justice Council, and the budget for the Victim Services Unit.

8. Reports child abuse and adult protective services cases to DSHS when required by law.

9. Attends training to stay current on legislation related to victims and victim issues.

10. Prepares and submits annual grant proposals to support the program.

11. Acts within the scope of his or her responsibilities, working as a public employee with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change. Weekly hours may vary based on job requirements.

PHYSICAL AND MENTAL REQUIREMENTS: Requires reading and handling of written material; use of a computer for reading and writing; good listening skills, including hearing acuity for in-person and phone conversations and large and small meetings; and ability to talk, receive and understand written and oral communication. Requires frequent sitting, standing, short distance walking, and ability to climb in and out of small airplanes and automobiles. Requires ability to understand and relate well with victims of crime and cooperate with a variety of personnel from other County departments, agencies, and community groups.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>2-3</td>
<td>X</td>
</tr>
<tr>
<td>Copy machine</td>
<td>.25-.5</td>
<td>X</td>
</tr>
<tr>
<td>Fax</td>
<td>.25</td>
<td>X</td>
</tr>
<tr>
<td>Computer</td>
<td>2</td>
<td>X</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Work is normally performed in an office environment, but will require some home visits to victims and travel to other islands and the mainland.