

**CRIME VICTIM SERVICES
COURT VICTIM ADVOCATE
POSITION DESCRIPTION**

LOCATION: Allen County/Putnam County

EMPLOYMENT STATUS: Full-time

CLASSIFICATION: Non-Exempt

POSITION REPORTS TO: Court Advocate Director

POSITIONS SUPERVISED: None

POSITION PURPOSE

The Court Victim Advocate is responsible for providing all victim services using best practices in felony, misdemeanor, and juvenile court cases. Duties also include creating and providing assistance and advocacy to meet the safety, healing, justice, and restitution needs of victims, regardless if a perpetrator has been arrested or case is in alternatives to prosecution, in specialty courts, or is in post-sentence phases. Duties include advocating and working with partners to assure quality services, effective outcomes, good collaborations, public education, and victim outreach.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Assessment of victims of crime for appropriate services.
- Providing victims rights listed in Ohio's Constitution Section 10A, Ohio Revised Code 2930 and other applicable rights.
- Referrals to community resources as needed by the client; maintains contact and cooperation with numerous community and governmental agencies to coordinate services; conduct follow-up on referrals and obtain information.
- Documents and maintains records of all activities in accordance with CVS policies and procedures; updates records to ensure accuracy and completeness; ensures that records are maintained and kept in accordance with applicable privacy laws or other rules and regulations.
- Provides direct services to victims including victim advocacy, victim impact statements, information on compensation and restitution, accurate and timely reports to justice officials, crisis counseling, emergency assistance, attendance with or on behalf of victims at hearing and/or trials, assistance with obtaining civil protection orders or temporary protection orders; contributes to achieving program outcomes and effectively and efficiently delivering services to clients.
- Work independently and part of a team.
- Maintain required licensure and certification. Demonstrate regular and predictable attendance. Meet all job safety requirements and all applicable OSHA safety standards that pertain to essential functions. Meet all national standards for victim assistance, service outcome standards, and other

quality measures as required by funding sources and as described in CVS Personnel, Outcome, and Policy Manuals.

- Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of Crime Victim Services. Is also responsible for assisting and advocating for victims to reach outcomes of property security and personal safety, emotional and physical healing, justice process knowledge and participation, and financial recovery and restitution.

WORK ENVIRONMENT

The employee: works with and around chemicals found in an office environment; ascends or descends stairs; has contact with potentially violent or emotionally distraught persons; may periodically be exposed to chemicals/fumes from cleaning products and/or paint products.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to speak or hear, stand or sit for long periods of time, open filing cabinets, walk, stoop or bend, use hands to handle or feel and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds and complete tasks requiring manual dexterity. May be required to travel to/from meetings while exposed to outside environment. Ability to drive a vehicle for travel is required for the position.

QUALIFICATIONS

Completion of Bachelor's Degree in Social Work preferred or other degrees providing eligibility for Licensure. Successful completion of a variety of criminal, civil, and character background checks.

Knowledge of: agency outcomes and objectives; community resources and services; case management; and national standards for victim assistance and applicable ethical standards.

Skill in: typing, word processing, computer operation, use of modern office equipment, motor vehicle operation, effective communicating with others.

Ability to: adhere to national standards for victims assistance and applicable ethical standards; carry out instructions in written, oral, or picture form; deal with variety of variables within somewhat unfamiliar context; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; accurately complete routine forms; compile and prepare error-free reports; respond to routine inquiries from public and/or officials; work independently on most tasks; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships both internally and externally. Maintain confidentiality and privacy.

Licensure or Certification: Licensed Social Worker preferred or higher licensure by the Ohio Counselor and Social Work Board or be license eligible or enrolled in an educational or supervision program leading to
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licensure within one year. Attain and maintain Ohio Advocate Network registration and / or National Credentialing as soon as eligible. Maintain other credentials in similar fields related to criminal justice i.e. probation officer (civil service training), paralegal etc. Valid Driver's license.

The above statements are intended to describe the essential functions of the job and the qualifications of the person assigned to it. They are not intended as an exhaustive list of all job duties, responsibilities, and requirements. Reasonable accommodations may be required to assist individuals with disabilities.

This job description does not constitute a contract of employment. Employment is "at will" and may be terminated at any time.

Reviewed By: Employee's Signature

Date

Approval: Supervisor's Signature

Date