



Victim Advocate

Toole County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

- JOB TITLE:** Victim Advocate
- DEPARTMENT:** Toole County Attorney's Office
- REPORTS TO:** Toole County Attorney
- SUPERVISES:** Directs volunteers as appropriate.
- STATUS:** Regular Full-time, Non-Exempt

JOB SUMMARY:

Under general supervision and in coordination with the City of Shelby and Toole County Attorneys and law enforcement personnel, this position provides advocacy to primary and secondary victims and witnesses of local and state crimes.

ESSENTIAL JOB FUNCTIONS:

Provides Victim Assistance Program services to guide victims through the legal justice system; provides initial communication, information, support and advocacy services to victims, family members and witnesses; assesses victim's needs; prepares victims and witnesses for court proceedings; conducts general research; gathers information and prepares discovery; acts as liaison and coordinates information between judges, attorneys, court staff, law enforcement personnel, counseling resources, social workers, medical personnel, and state and community compensation resources; performs administrative support duties; communicates and coordinates with other county departments and service providers; performs other duties as assigned.

PHYSICAL/ENVIRONMENTAL DEMANDS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. The list of job duties and responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Duties are generally performed in an office environment where hazards and discomforts are controlled and modifiable. This position requires the ability to walk, sit, bend, kneel, stoop, crawl, reach, talk, and hear. Must be able to move or lift documents and materials weighing up to 20 pounds. Position requires knowledge and use of typical office equipment including telephone and personal computer. Position requires frequent contact with fellow employees, distraught victims and their relatives, citizens, and staff from other government agencies. This position will include travel in all weather conditions and seasons.

EXAMPLES OF KNOWLEDGE:

Knowledge of Montana Code Annotated, County regulations and federal laws; financial accounting practices and principles; bookkeeping; budget preparation; administrative and clerical procedures; managing files and records; office administration procedures; the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

EXAMPLES OF SKILLS AND ABILITIES:

Ability to communicate effectively verbally and in writing; maintain confidentiality of information; assist individuals in crisis; analyze problems and recommend effective solutions; maintain effective working relationships with all those contacted in the course of performing duties; prioritize time and complexity of projects. Ability to establish and maintain effective, professional working relationships with co-workers, supervisors, outside attorneys, court officials and the general public, including the handling of difficult situations. Ability to work independently, to adapt to change in the work place, including unexpected delays or events, and to react well under pressure. Ability to be punctual in delivery of services and in attendance.

EDUCATION AND EXPERIENCE:

The knowledge, skills, and abilities required for this position may be acquired through a combination of education and experience; relevant combinations of education and work experience may be evaluated on an individual basis. Graduation from a college, university or similarly accredited educational institution with a degree in sociology, psychology, human services, education, criminal justice, paralegal studies or a closely related field desired. Experience in community service, domestic violence intervention and advocacy programs is highly desirable. A valid Montana Operator's License is required.