

Job Description

Job Title: Advocate **Job Code:** 902030 **Job Family:** Public Safety
Pay Grade: JC.14.14 **FLSA:** Non-exempt **EEO:** Para-professional
Department/Agency: Non-exempt **Position Number(s):** Multiple
Recommended Position Title(s): Advocate, Victim Witness Advocate

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Provides advocacy for a designated caseload of victims; researches and recommends resources and options to address individual needs; makes referrals to community-based programs and resources; ensures services provided are consistent and appropriate with needs; provides emotional support and encouragement to victims and witnesses, including during court proceedings; assists with navigation of the Criminal Justice System and referrals; provides timely information and responses to victim.
- Collects victim information and provides required notifications; processes initial information packet and on-going notifications of court hearings as required by statute; supplies information to court services officer; maintains statistical data for periodic review and reporting; provide assistance to victims in filing Protection from Abuse Order petitions; and makes referrals for further assistance.
- Coordinates restitution when financial loss has occurred; acts as liaison between victim, court services and fee accounting; investigates status of restitution upon request of victim and provide appropriate information and referrals; informs prosecuting attorney when Crime Victims Compensation or insurance company subrogates parties to restitution.
- Facilitates a one-hour Domestic Violence Information Session for victims; provides guidance to program volunteers; participates in the development of outreach programs and materials for the public and service providers to educate and help identify the physical and physiological signs of abuse.
- Completes special requests by prosecuting attorney; prepares and coordinates victim and witness for court hearings, testimonies, and trials; schedules meetings between prosecutor and victims; notifies victims of charging decisions, case progress and upcoming court procedures; attends first court appearance with Domestic Violence victims.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

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Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

One (1) year of related work experience. Associate's degree in Criminal Justice, Social Services or related field.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

One (1) year of advocate and/or case management experience.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

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Physical, Environmental, and Special Working Conditions: