

# Park City Municipal

## Victim Advocate Coordinator (VAC)

### Job Summary

Under the direction and supervision of the Park City Police Department Operations Captain, the Victim Advocate Coordinator ensures that needed assistance and services are provided to victims and their families. The coordinator recruits qualified victim advocate volunteers, facilitates their training and supervises their activities.

### Typical Job Duties

#### **Victim Assistance Functions**

- Provide crisis intervention for victims of violent crimes.
- Informs victims of available resources and acts as a liaison in obtaining services.
- Provides information and referral assistance to victims for shelter, counseling, financial and legal assistance, and information on the judicial process.
- Acts as a liaison between the victim, police officer and attorney assigned to the case.
- Assists victims in restitution matters.
- Notifies victims of trials, court hearings and case dispositions.
- Attends appropriate court proceedings to support the victim.
- Support victims during Code R exams.
- Completes the necessary reports pertinent to an investigation.
- Available to respond 24/7 to respond to assist victims when requested by department personnel.

#### **Coordinator Functions**

- Coordinates program volunteers which include: supervision, recruitment, and training.
- Assigns cases to volunteers for follow up and provides technical assistance to volunteers as needed.
- Writes and submits grant related applications/renewals and ensures grant requirement compliance.
- Coordinates with the courts, the Peace House, Children's Justice Center, medical and mental health professionals and other agencies.
- Tracks cases, documents referrals and reports on the progress of cases.
- Develops policy and protocol in conjunction with the program supervisor.
- Develops and conducts training presentations for police officers and citizen groups on victim issues.
- Drives and operates a vehicle.
- Performs other related duties as required.

## Working Conditions

- Considerable exposure to stress as a result of dealing with people in extreme crisis.
- Exposure to potentially hostile environments.
- Required to work irregular hours in addition to regularly scheduled shifts.

## Knowledge, Skills and Abilities

- Ability to stay calm while working with people in crisis situations.
- Ability to work with minimal supervision.
- Skill in word processing and record keeping.
- Skill in effectively communicating with individuals from diverse social, economic and ethnic backgrounds.
- Ability to develop and maintain cooperative relationships with the public, coworkers, and other agencies while dealing with sensitive information
- Knowledge of victim's rights, the criminal justice process and drafting legal documents.
- Collaborate with Budget to submit quarterly and annual reports to Utah Office for Crime Victims

## Minimum Qualifications

- Graduation from an accredited college or university with a Bachelor degree in Social or Behavioral Science and 1 year of work related experience or
- An Associate degree in Social or Behavioral Science and three years of work related experience.
- Must possess a valid Utah Driver's License and maintained throughout employment.
- Good verbal, written and computer skills.
- Prior experience with writing and applying for VOCA and/or VAWA grants