

HARRISVILLE CITY

363 West Independence Blvd, Harrisville Utah 84404 (801) 782-4100

PART TIME VICTIM ADVOCATE

Opening Date: 05/21/2024

First Review Date: 06/10/2024

Status: Part-time

Pay Range: \$18.00-\$22.00 based on experience

Schedule: 20 Hours per week, No Benefits

PURPOSE

A Criminal Justice System Victim Advocate (referred to as CJSVA throughout) provides crisis intervention, support throughout the criminal justice process, and connects victims of crime to resources. The CJSVA has a primary responsibility to address the mental, physical, and/or emotional recovery of victims. The CJSVA acts as a liaison between the victim, the criminal justice system, and allied agencies that are focused on system improvement. The CJSVA ensures the victim's rights are upheld and honored.

SUPERVISION

The Criminal Justice System Victim Advocate will work under the direction of a government agency that possesses a role or responsibility within the criminal justice system. The CJSVA will work closely with the Utah Office for Victims of Crime to provide statistical data and complete other state funding requirements.

ESSENTIAL FUNCTIONS

- Provide advocacy for all types of crimes, and not solely focus on one area of victimizations.
- Actively listen to and collaborate with the victim to address their mental, physical, and/or emotional needs for recovery.
- Provide crisis intervention and/or on-scene crisis response.
- Review police reports and/or court records to provide follow-up contact and resources to victims of crime.
- Provide education, notification, advocacy, support, and/or accompaniment throughout the criminal justice process.
- Inform victims of their rights and ensure their rights are upheld.
- Provide initial and consistent safety planning. Address the need for orders of protection Assist with obtaining civil orders of protection, criminal orders or protection, and/or jail release no contact orders.
- Assist victims with pre-sentence investigation reports, victim impact statements, reparation applications, and/or restitution efforts.
- Act as a liaison between the victim and law enforcement officers and/or prosecutors including required disclosures of exculpatory information.
- Increase collaboration and communication between agencies, organizations, groups, and systems that serve victims and survivors in order to develop a comprehensive and seamless response to victim/survivor needs.
- Inform victims about the automated victim notification systems (VINE)
- Recognize the interests of the victim as their primary responsibility.
- Ensure victims receive services and assistance in their language and utilize certified interpreters in criminal justice proceedings. Also ensure the agency has a meaningful language access plan.
- Understand and respect values, attitudes, beliefs, and customs that differ across cultures, and respond appropriately to these differences when assisting victims of crime.

- Connect victims with community resources for additional support.
- Work flexible hours as needed to provide crisis intervention services.
- Be the regional advocate liaison for mass casualty victim response plan.
- Strengthen the advocacy response to criminal justice crime victims in the region.

QUALIFICATIONS

Knowledge of:

- The State of Utah criminal justice system.
- The State of Utah Crime Victims' Rights Act.
- Principles, practices, and techniques of crisis intervention.
- Trauma informed response modalities and practices.
- Cultural awareness best practices and language access practices.
- Community services available to crime victims and ability to assist victims with appropriate resources.

Ability to:

- Intervene in crises, assessing victims' needs and applying appropriate resources.
- Provide victims with factual case updates in an accurate and timely manner.
- Assist victims in applying for restitution, victim compensation, and other financial assistance.
- Comprehend and apply standards and guidelines of victim advocacy including the national organization of victim assistance code of ethics and the Utah State Constitution for victim's rights.
- Interpret, understand and apply applicable laws, statutes, ordinances, regulations, and policies.
- Prepare notes documenting services and contact with victims.
- Use standard office equipment, computer equipment and software including word processing, database management, spreadsheet applications and electronic mail.
- Listen well and communicate effectively orally and in writing with various audiences.
- Establish and maintain effective working relationships with other government employees, law enforcement agencies, courts, children justice centers, legal representatives, community based agencies, and the general public.

EDUCATION AND EXPERIENCE

Bachelor's degree in Social Work, Psychology, or Criminal Justice and one (1) year experience working with victims of crime, OR any equivalent combination of education and experience.

Have completed 40 hours of trauma informed training, or commit to complete the training within 120 days of hire. See Utah Code [77-38-403](#)

EMOTIONAL DEMANDS

- Be able to professionally regulate oneself when listening to disclosures of physical and sexual violence, emotional and economic abuse, child abuse, drug use and suicidality; Must provide compassion, validation and support to clients in crisis.
- Be able to set and maintain emotional boundaries with victims, avoiding attachments and ensuring that these relationships are professional, victim-led, and consistent with agency standards.
- Be able to practice self-care and leverage supportive resources offered within the agency or elsewhere.
- Be able to regulate oneself while both providing and receiving constructive criticism; must demonstrate adaptability to promote a healthy work environment and support victims of abuse and violence.