

VICTIM ADVOCATE VOLUNTEER



JOB TITLE: VICTIM ADVOCATE VOLUNTEER

DEPARTMENT: POLICE

POSITION TYPE: VOLUNTEER

REPORT TO: DETECTIVE SERGEANT

HOURS: 8-16 HOURS PER MONTH

JOB SUMMARY

Unpaid personnel who provide all necessary assistance for victims of crimes and can assist victims of non-criminal related issues.

RESPONSIBILITIES

- Provide administrative support to the Victim Advocate by preparing mailings and folders (35%)
- Assist with coordination of victim's rights and other support services needed by the victim (35%)
- Assist in the interview process regarding sexual, exploitation or physical abuse/neglect cases (5%)
- Assist with planning and coordination of victim services for criminal proceedings and/or appeal process (5%)
- Assist with maintenance of case files on all victims (10%)
- Assist with coordinating victim compensation paperwork through Federal and State Agencies (5%)
- Assist with coordinating transportation and other related functions (5%)

SKILLS / QUALIFICATIONS

- High School diploma and completion of any approved criminal justice courses and/or counseling/psychological courses; or any combination of education, training, and experience
- Knowledge of departmental policies and procedures
- Correct use of English language, including spelling, grammar, punctuation, vocabulary, etc.
- Working knowledge of computer-based technologies; use of electronic devices and computers
- Skills in precise, clear, and effective oral communications
- Completing all tasks and follow up assignments without immediate supervision
- Mental and Physical Abilities include the ability to apply common sense in a tactful, pleasant demeanor toward problem solving and investigative activity while interacting with victims of crimes and/or witnesses
- Working conditions: standing, walking, sitting, typing, and writing
- Potential exposure to conditions associated with violent and/or hostile persons/victims/witnesses

Contact Admin Coordinator Sheri Meyer For More Information: 386-424-2400 EXT. 2103