

# City of Flagler Beach

**JOB TITLE:** PART TIME - VICTIM ADVOCATE ASSISTANT (Grant Position)

**DEPARTMENT:** Police Department

**SUMMARY:** Under supervision of the Victim Advocate, provides assistance to victims of crime and/or family members of crime victims. This includes but is not limited to responding to crime scenes, offering post incident services, informing victims of services available to them and advising them of their rights under F.S.S. 960.

**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics). This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**DUTIES AND RESPONSIBILITIES:** (which are **not** in any hierarchical order)

1. Respond to crime scenes when requested by law enforcement.
2. Read police reports to determine if contact should be made with victim(s).
3. Provide crisis intervention, grief/bereavement and support counseling.
4. Inform victims of various services available to them.
5. Make referrals for victims to proper service providers.
6. Inform victim(s) of their legal rights in accordance with State Statutes and agency policy.
7. Observe and respect client confidentiality.
8. Assist in the filling out and filing of injunctions.
9. Attend court hearings and other important events as needed for victim(s).
10. Provide transportation for victim(s) as needed.
11. Assist victim(s) in obtaining financial aid.
12. Provide information and assistance regarding the victims compensation program.
13. Maintain victim files by documenting accurately and chronologically all relevant information.
14. Update and maintain a victim advocate case log on a weekly basis.
15. Perform appropriate follow-up activities with victim(s) as needed.
16. Prepare and complete all monthly and quarterly report as required by VOCA (Victims of Crime Act) and the Victims Advocate.
17. Must be able to simultaneously perform multiple tasks under stressful and non-stressful conditions.
18. Must have a clear understanding of time management.
19. Performs other related duties as required and assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of community assistance programs and organizations  
Knowledge of law enforcement functions.  
Knowledge of standard office principles and procedures.  
Knowledge of the basic capabilities and functions of software applications.  
Knowledge of principles of business English, grammar and punctuation.  
Skill in using general office equipment such as telephone, fax, copiers, and computers.  
Skill in record keeping, recording and retrieving general information.  
Skill in dealing effectively individuals who may be experiencing extreme emotional distress.  
Skilled in scheduling and organization of daily work activities, tasks and special assignments  
Ability to establish and maintain effective working relationships with those contacted in the course of work.  
Ability to communicate effectively with others both orally and in writing.  
Ability to process verbal information, physical cues and body language in order to effectively listen to individuals  
Ability to work independently with a minimum of supervision.

Non-Exempt

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves sedentary to light work in an office environment and in the field. There is frequent need to drive, walk, sit, talk or hear, use the hands and occasionally lift light objects (up to 10 pounds) and perform other similar actions during the course of the workday. The City of Flagler Beach promotes a drug/alcohol-free work environment through the use of mandatory pre-employment drug testing.

**MINIMUM QUALIFICATIONS:** High School diploma or equivalent, one year minimum hands-on experience in the advocacy field and experience in managing office records and data. Must be able to successfully complete all phases of the pre-employment selection. Completion of the Victims Services Practitioner Designation Training and designation requirements as well as the Dorothy Hicks Symposium is preferred. Must possess a valid State of Florida driver's license.