

**BROWARD COUNTY COURT ADMINISTRATOR
CLASS DESCRIPTION, 1997**

POSITION TITLE: VICTIM ADVOCATE / DOMESTIC VIOLENCE SPECIALIST

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of the position is to function in the area of advocacy for victims of crimes. Employees in this classification provide specialized assistance to victims of crime through coordinating intervention actions, providing support counseling, conducting case management, disseminating criminal justice information, and facilitating the use of resources and community services. Position strives to assist victims in coping with the criminal justice process, developing an effective safety plan, and restoring persons to their previous functional capacity prior to victimization. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Responds to crime victim referrals for the purpose of providing and/or coordinating the provision of crisis intervention, emotional support, short term counseling, financial assistance, food and shelter, and related assistance as indicated.

Functions on an on-call rotating basis for response to walk-in victims, phone emergencies, and those seeking initial services.

Interviews and counsels with victims concerning physical well-being, emotional stability, safety planning, dynamics of victimization and domestic assault, and victim rights available under state law.

Contacts victims to extend services and provide referral to the appropriate community resource and social service agencies, according to victim's needs.

Assists victims, as needed, in filing for applicable compensation, employer communications, funeral coordination, court transportation, and related immediate needs.

Assists victims in coordinating needs such as follow up counseling, social service referrals, and locating support groups.

Provides assistance to victims involved in court proceedings; e.g., orientation to court procedures, transportation, emotional support.

Networks with social service providers and community leaders for the purpose of maintaining current referral resources.

Prepares various records and reports concerning activities performed, i.e., progress/status reports, case notes, victim profiles, assessments.

Provides information concerning dynamics of victimization.

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Maintains current knowledge of trends and developments in the field of victim advocacy through participation in seminars, workshops, and in-service training.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Social Services, Psychology, Criminal Justice, or related field; supplemented by up to one (1) year previous experience that provides broad knowledge of social service agencies and community resource referral entities, as well as accepted counseling principles and practices; an equivalent combination of education, training, and experience.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to inform and guide others by applying principles of professional counseling in addressing specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as

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motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very light physical effort in sedentary to light work, involving some reaching, handling, fingering and/or feeling of objects and materials.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to violence or disease.

The Broward County Court Administrator is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Broward County Court Administrator will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.