

City of Chardon

Job Description

Title: Part-time Victim Advocate

Status: Non-Exempt

Reports to: Program Director/Police Prosecutors

Pay Plan: Non-Bargaining

Pay Grade: G-2

Revision Date: August, 2018

PURPOSE OF POSITION:

Under the supervision of the Program Director provides advocacy to victims of crime whose cases are prosecuted through the Chardon Municipal Court or who have contact with the victim assistance office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- To assist the victims of crime exercise their victims' rights as outlined in 2930 of the Ohio Revised Code and Marsy's Law;
- To make immediate contact by phone or in person with the victim once notified by authorities that an act of violence has been committed against someone;
- To inform victims of the initial court appearance and meet with the victim prior to the initial appearance to explain the procedure of applying for a Temporary Protective Order (TPO), victims' rights and court proceedings. To safety plan with the victim(s);
- To notify victims of all court hearings involving their case. (Pre-trial conference, change of plea hearings, trial to the Court, trial by jury, motion hearings, sentencing hearings, violation of probation hearings, etc.);
- To inform victims of V.I.N.E and other victim notification services;
- To attend all court hearings involving the victim;
- To make determinations about appropriate referrals, provide support and continuing information on the status of the case including dates and times of hearings;
- To advise the victim of the possibility of reimbursement through the Ohio Victims of Crime Compensation Program and to assist in the completion of said application;
- To set up meetings between the victim and the Prosecutor if necessary;
- To keep the Prosecutor informed as to new developments with the victim or any unusual circumstances regarding the victim;
- To assist victims with personal property that is being held in evidence after the disposition of their case;
- To provide community awareness through public speaking engagements and create an awareness within the criminal justice system of the needs of victims to promote proper treatment;

- To work with the office of the Police Prosecutor, law enforcement agencies, and court staff in a professional manner throughout the prosecution of a case;
- To work cooperatively with other community agencies to provide blanket services to all victims of crime and meet regularly with these organizations to exchange ideas and information;
- To prepare correspondence, reports, program information, and related documents;
- Maintains case records, records of contact and activities performed;
- Collects data, organize meetings and events;
- Participates in program development and the evaluation of program effectiveness;
- To assist the Program Director with general operations of the office; and,
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or GED Equivalent. Candidates will be required to pass a background check and drug screening (upon request). Must possess a valid Ohio driver's license and be willing to be on call occasionally to assist crime victims on scene.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of appropriate state and local laws relating to crimes in Ohio;
- Legal terminology, court practices and procedures; and,
- Modern office procedures, including telephones, computers, word processing and spreadsheets and database software, fax machine, copy/scanning machine.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully complete the essential functions of this position.

- While performing the duties of this position, the employee is frequently required to sit, walk, talk and hear, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- May occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include the ability to adjust focus from a computer to paper.

WORK ENVIRONMENT:

Work is performed primarily in an office and courtroom setting. The noise level in the work environment is fairly quiet.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.