



Felony Victim Advocate

Nature of Work:

Under the direct supervision of the Lead Advocate, this position provides direct services to victims of felony crimes in a trauma-informed, person-centric manner. The Felony Advocate will develop and maintain an evidence-based approach to serving victims of these crime types.

Direct Service Duties:

- Provides ongoing assistance and follow-up to victims and witnesses as the case progresses through the judicial process- primarily felonies (all but Domestic Violence/Sexual Assault)
- Maintains caseload of non-crime related death notification cases
- Provides case information and explains the operation of the criminal justice system
- Provides crisis intervention to victims and witnesses of violent felony crimes
- Provides crisis response mobile advocacy
- Handles high-profile and difficult/complex cases
- Provides coverage for other advocates
- Provides direct services for victims including transportation, referrals for emergency housing, food assistance, follow-up counseling, and referrals to community agencies; assists victims in completing necessary paperwork in order to access appropriate community services and resources (i.e. safe shelter, Orders of Protection/Injunctions Against Harassment, affordable housing, clothing, etc.)
- Provides crime victim compensation and restitution assistance
- Works to ensure that constitutional Victim's Rights are complied with
- Maintains diplomatic and professional liaisons with partnering agencies
- Locates and distributes court documents as needed
- Provides court escort and transportation as needed
- Supervises intern/volunteer assigned to position
- Tracks numbers and demographics of victims served and services provided inputs data into a software program (DAMION)
- Maintains client files
- Participates in the preparation of statistical reports and program evaluations
- Prepares correspondence and other memoranda
- Attends meetings, seminars and conferences that relate to victim advocacy and victim rights
- Participates in public awareness and outreach activities countywide

- Participates in community collaborations and partnerships
- Other duties as assigned

Additional Duties:

- Assists with fundraising events
- Assists with awareness events
- Other duties as assigned

Knowledge, Skills and Abilities:

Considerable knowledge of:

- Arizona Criminal Justice System
- Felony process
- Victim Compensation
- Victim Restitution
- Arizona Victims' Rights Act
- Case management
- Crisis Intervention and Mobile Advocacy
- Trauma-Informed Care
- Coconino County community resources

Working knowledge of:

- Office practices & procedures
- Business English, spelling, math, punctuation & grammar
- File and records maintenance
- Crisis Intervention

Considerable skill in:

- Compassionate Communication
- Needs Assessments
- Computers and computer software including word processing

Ability to:

- Establish and maintain effective working relationships with other Victim Witness Services employees, the general public, and colleagues from other agencies
- Follow written and verbal instructions
- Communicate effectively verbally and in writing
- Deal impartially with all individuals

Minimum Qualifications:

Bachelor's Degree in Social Work, Criminal Justice or a related field, and a minimum of three (3) years' experience in social work, advocacy, or crisis intervention/response; OR an equivalent combination of experience and education. An extensive background check is required.

Special Requirements:

Must possess and maintain a valid Arizona driver's license, Arizona Fingerprint Clearance Card, automobile insurance, and have reliable transportation; must be available to travel throughout Coconino County; Bilingual (English/Spanish) preferred.

This position is Exempt from Overtime.

Salary Range:

\$36,000-\$43,000 DOE