

**EL PASO COUNTY SHERIFF'S OFFICE  
VOLUNTEER POSITION DESCRIPTION**

**POSITION TITLE:** Victim Advocate

**SUMMARY OF FUNCTIONS:** Assists crime victims with short-term crisis intervention, information and referrals. Provides referrals for victims' compensation and counseling. Informs victims of case status, victim rights and property return assistance. Ensures the rights and needs of victims are addressed by department personnel. Attends victim/law enforcement groups on behalf of the Sheriff's Office.

<b><u>ESSENTIAL POSITION FUNCTIONS:</u></b>	<b><u>FREQUENCY</u></b>
1. Assists victims of violent crime on a 24-hour basis at crime scenes, hospitals or wherever needed. Provides support, referrals, and information to victims including crime victims' rights and victim compensation information.	Frequent
2. Contacts victims on a follow-up basis to provide additional information, case status, and present resource materials and referrals.	Occasional
3. Transports victims or family members to the hospital, courthouse, safehouse, or other local community emergency services.	Occasional
4. Works closely with deputies and detectives to ensure victims' rights and needs are addressed.	Frequent
5. Responds with law enforcement and/or deputy coroners to deliver death notification to next of kin.	Occasional
6. Prepares materials for distribution to victims.	Occasional
7. Attend victim/law enforcement groups on behalf of the Sheriff's Office.	Occasional
8. Attend monthly victim advocate meetings and trainings.	As Scheduled
9. Assists the Victim Assistance Office staff with response to school crisis situations.	Occasional
10. Assists in the Victim Assistance Office with daily operations due to staff shortages.	Occasional

**OTHER POSITION FUNCTIONS**

Performs other duties as requested by the Victim Assistance Program Coordinator.

## **QUALIFICATIONS**

- High school diploma or equivalent.
- Minimum age of 21.
- Ability to work with others under sometimes stressful conditions.
- Basic knowledge of the criminal justice system.
- Ability to work well with members of the community, law enforcement, court system and personnel from other resource agencies.
- Must possess good organizational skills.
- Advocacy or social work experience helpful.
- Ability to communicate effectively.
- Knowledge of community and resource agencies.
- Must successfully pass a CVSA and background investigation.
- An equivalent combination of related education and experience may be substituted for the education and experience requirements above.
- Ability to perform the essential functions of the position.
- Must possess a valid driver's license.

## **LICENSES OR CERTIFICATES**

None at this time.

## **ORGANIZATIONAL RELATIONSHIPS**

**Reports To:** Victim Assistance Program Coordinator or VALE Grant Victim Advocate when the Coordinator is unavailable.

## **WORKING CONDITIONS**

Work performed under stressful conditions. On-call 24 hours per day, 7 days per week. Work performed indoors and outdoors at crime scenes. Exposure to unpleasant conditions at crime scenes. Potential exposure to deceased bodies, body fluids, unpleasant sights and sounds. Call-out status. Schedule varies with evening and weekend assignments.