

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

**POSITION TITLE:** Victim Advocate

**SUMMARY OF FUNCTIONS:**

Volunteer Victim Advocates will assist victims of violent crime with short term crisis intervention, ensuring the rights and the needs of victims are addressed. Informs victims of victim rights; provides referrals, information for victim compensation, and community resources. Provides transportation in crisis situations.

**ESSENTIAL POSITION FUNCTIONS**

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1. Provide immediate, on-call crisis intervention and initial emotional support to crime victims as needed on a 24-hour call-out basis at crime scenes, hospitals or wherever needed. Provides support, referrals, and information to victims including crime victims' rights and victim compensation information. Ensure that victims are aware of their rights in accordance with the Colorado Victim Rights Act.
2. Contacts victims by telephone and/or in person to offer advocacy services. Contacts victims on a follow-up basis to provide additional information, case status, and present resource materials and referrals.
3. Transports victims or family members to the hospital, courthouse, safehouse, or other local community emergency services.
4. Develop and maintain positive and productive working relationships with other members of the EPSO and community partners. Works closely with deputies and detectives to ensure victims' rights and needs are addressed.
5. Responds with law enforcement and/or deputy coroners to deliver death notification to next of kin.
6. Prepares materials for distribution to victims.
7. Attend victim/law enforcement groups on behalf of the Sheriff's Office as directed by the Victim Assistance Program Coordinator.
8. Attend monthly victim advocate meetings and trainings.

## **QUALIFICATIONS**

- High school diploma or equivalent.
- Minimum age of 21.
- Ability to maintain composure when working in highly stressful and emotional situations.
- 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.
- Understand and maintain appropriate boundaries with victims, deputies, detectives, staff, community partners, and with case information.
- Advocacy or social work experience helpful.
- Ability to communicate effectively with others and build positive rapport by telephone or in person.
- Ability to sit or stand for long periods of time, able to bend, and lift up to 30 pounds
- Ability to communicate clearly and concisely in loud and active environments.
- Must successfully pass a fingerprint-based background check, truth verification examination, and online Criminal Justice Information training.
- Must possess a valid driver's license and be comfortable driving a government vehicle at night and during inclement weather.

## **TIME REQUIREMENT**

- Attend and successfully complete VAP Volunteer Victim Advocate Training Academy (up to 80 hours).
- Attend one evening meeting per month.
- Make a one-year commitment.
- Available for on-call a minimum of 12 times per year.

## **LICENSES OR CERTIFICATES**

None.

## **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.