

Leon County Sheriffs Office

Job Description - Listing

POSITION: Victim Advocate

ID	Statement	Performance Standard
TASK		
ALL1000	Complete assignment as directed	The employee will successfully complete all assignments to specifications as directed and within the specified time frame and budget in accordance with agency policies.
VA1800	Provide crises intervention counseling	The victim advocate will provide victims of crime with emotional support, guidance, and information relating to victim's rights and available services, pursuant to and within the guidelines as set forth in Florida Statutes chapter 960 and in accordance with
VA1801	Provide grief/bereavement counseling	Consistent with agency policies, the victim advocate will provide effective counseling pursuant to F.S. Chapter 960 in order to assist the victim in overcoming their loss and understand the grieving and bereaving process
VA1802	Review incident/offense reports	The victim advocate will accurately review offense/incident reports to determine if victims of crime meet the criteria as established in F.S. 960 and if so will initiate contact in accordance with agency
VA1803	Make death notifications	For traffic deaths, suicides, SIDS, homicides, and accidental deaths within agency jurisdiction or any deaths occurring outside such jurisdiction, the victim advocate will inform next of kin of the occurrence of a death in a professional caring manner consistent with agency policy and provide assistance pursuant to F.S. 960
VA1804	Provide short term support counseling	The victim advocate will provide additional effective short term counseling to victims for a period of time not exceeding 90 days in order to assist with emotional, physical, and the legal needs of the victim pursuant to F.S. 960 and in accordance
VA1805	Perform liaison activities with other agencies	The victim advocate will identify and establish effective channels of communications with relevant outside agencies for the purpose of providing victims with various applicable services, aid, and support pursuant to F.S. 960 and in accordance with

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VA1806	Provide referral services to	The victim advocate will provide victims of crimes with referrals to appropriate agencies in order to assist their needs pursuant to F.S. 960 and in accordance with agency policy.
VA1807	Provide criminal justice system support services	The victim advocate will provide effective emotional support as well as limited clarification of the judicial process to victims pursuant to F.S. 960 and in accordance with agency policy.
VA1808	Assist victim in obtaining financial aid	The victim advocate will effectively assist victims in locating and obtaining appropriate financial assistance pursuant to F.S. 960 and in accordance with agency policy.
VA1809	Provide emergency legal assistance services	The victim advocate will provide effective emergency legal assistance to victims pursuant to and within the guidelines set forth in F.S. 960 and in accordance with agency policy.
VA1810	Provide information and assistance pertaining to victim compensation program	The victim advocate will inform victims of the compensation program, refer victims to the compensation program, and effectively assist victims in applying for compensation, pursuant to F.S. 960 and in accordance with agency policy.
VA1811	Maintain victim files	The victim advocate will accurately and chronologically document all activities and relevant information in the victim's files pursuant to requirements of the Office of The Attorney General of Florida and in accordance with agency policy.
VA1812	perform appropriate follow-up activities	The victim advocate will accurately assess clients needs and provide further assistance as required or close out the case pursuant to F.S. 960 and in accordance with agency policy
VA1813	Perform personal advocacy	The victim advocate will provide effective assistance to prevent further victimization as a result of becoming a victim of a crime while maintaining confidentiality and the integrity of the victims rights pursuant to F.S. 960 and in accordance with
VA1814	Update and maintain victim advocate unit case log	On a weekly basis, the victim advocate will accurately update the case log to reflect all required information and statistics pursuant to F.S. 960 and in accordance with agency policy.
VA1815	Generate quarterly report	On a quarterly basis, the victim advocate will accurately generate a progress report detailing all required statistics, classifications, goals and objectives, pursuant to the VOCA grant and as directed by the Office of The Attorney General of Florida, and in accordance with agency policy.

POLICY

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PL1	Accepts supervision and	The employee/volunteer responds to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with agency policies.
PL2	Grooming and dress	The employee/volunteer is appropriately groomed and attired so as to present a professional image in accordance with the agency mission, goals, and
PL3	Observes work hours	The employee is at work on time and works the shift until the shift is over.
PL4	Contact with public	The employee/volunteer demonstrates a polite, helpful, courteous, and professional image when engaged in any activity with the public.
PL5	Operation and care of equipment	The employee/volunteer properly operates and cares for equipment to manufacturers specifications and/or within the specified parameters and in accordance with agency policies.

PROFICIENCY

PR18	Computer /software/office equipment skills	The employee demonstrates adequate skill in the use of word processor, spread sheet, data-base, printer, copier, and any other equipment/software required to perform position tasks.
PR23	Inter-personal skills	The employee/volunteer demonstrates congenial, respectful, and productive behaviors and attitudes towards others in working relationships and
PR29	General communications skills	The employee/volunteer has the ability to express ideas and effectively communicate information to citizens and colleagues as well as the ability to process verbal information, physical cues, and body language in order to effectively listen to
PR34	Knowledge of supporting agencies in the community	The employee can verbally recall all available agencies, departments, support groups, and other resources that can be utilized for referral of citizens and support for community policing officers in the performance of their jobs.
PR39	Knowledge of procedural/policy manuals	The employee has the ability to read, interpret, and follow procedural and policy manuals related to the job performed by the incumbent and demonstrate this knowledge via oral or written testing.
PR4	Verbal communications	The employee/volunteer conveys verbal information / instructions / directives / commands in a clear, concise, and intelligible manner.
PR5	Written communications	Written communications are accurate, concise, legible, and timely.

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ID

Statement

Performance Standard

Notes, Comments, or Additional Performance Measures to be added:

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SUBJECT MATTER EXPERT APPROVAL

PRINT NAME

SIGNATURE

DATE

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