



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Crime Victim Specialist</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/>
REPORTS TO: <u>Office Administrator</u>	FLSA: <u>Exempt</u>	DATE: <u>05/2020</u>
DEPARTMENT: <u>Prosecuting Attorney</u>	JOB CODE: <u>205</u>	

SUMMARY:

With general supervision, provides crisis counseling to victims of crimes and identifies and coordinates access to counseling, medical, financial and other resources available in the community.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Contacts and counsels victims of crime and their families for problems related to the crime; provides crisis counseling to victims in situational crisis such as victims of rape, domestic violence, families of homicide victims, and parents of sexually abused children; assesses needs of victims of crime.

Provides support, recommends, and locates community resources for services; networks with social service agencies for additional resource referral contacts for victims of crime; maintains cooperation and communication with community agencies and individuals who work with sexually abused children and adults; identifies resources for financial aid to offset the cost of medical treatment, counseling and lost wages; coordinates restitution between victim and court.

Reviews new case files to identify victims of crime, child, sexual assault, domestic violence, and other crime victims; interviews and provides emotional support for victims of crime; orients victims to the judicial process.

Consults and collaborates with attorneys, investigators, and other staff members regarding care, problems, and solutions for victims of crime.

Provides information to victims with regard to court appearances and case status; orients victims of crime to courtroom practices, procedures, and personnel; assists victims in receiving Crime Victim's Compensation; escorts victims to court; advises victims of their rights as a crime victim.

KNOWLEDGE AND SKILL:

1. Considerable knowledge of county, state and federal laws, regulations and statutes.
2. Considerable knowledge of court proceedings.
3. Considerable knowledge of community health, counseling resources and funding sources.
4. Considerable knowledge of crisis counseling techniques.
5. Skill working with victims and accessing resources to meet their needs.
6. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments, law enforcement agencies and the public.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen and to correspond via email; must possess hearing and speech to communicate in person and over the telephone. Ability to operate a motor vehicle. Cognitive ability to understand and convey complex information.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire is required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

MINIMUM QUALIFICATIONS:

Master's Degree in Social Work, Counseling or Psychology and two years related experience.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.