



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Crime Victim Specialist</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Chief Investigator, Prosecuting Attorney</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>01/16</u>
<b>DEPARTMENT:</b> <u>Prosecuting Attorney</u>	<b>JOB CODE:</b> 205	

### **DEFINITIONS:**

With general supervision, provides crisis counseling to victims of major felonies and identifies and coordinates access to counseling, medical and financial 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, and families of homicide; provides counseling for 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 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 child victims to courtroom practices, procedures, and personnel; assists victims in receiving Crime Victim's Compensation; escorts victims to court; advises victims of their right to appear personally or by counsel at the final sentencing; advises victims of final disposition of their case.

Provides information of post-conviction activity by Board of Probation & Parole; provides victims with program evaluation forms and responds to internal and state evaluation; compiles statistics of victims served on a monthly, quarterly, and annual basis; documents services provided to victims of crime; assists in preparation and writing of grants applicable to victims of crime.

**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.

**MINIMUM QUALIFICATIONS:**

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

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)