

**POSITION DESCRIPTION  
COUNTY OF LAPORTE, INDIANA**

**POSITION:** Victim Advocate  
**DEPARTMENT:** Prosecutor  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** PAT III (Professional, Administrative, Technological)

**DATE WRITTEN:** March 2006  
**DATE REVISED:**

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Victim Advocate for the LaPorte County Prosecutor's Office, responsible for assisting crime victims with court proceedings.

**DUTIES:**

Provides direct services on a continuing basis to adult and child victims of criminal acts. Assists victims, families, and care givers by offering supportive counseling, crisis counseling, and referrals to appropriate support services. Interviews and interacts with victims as necessary, maintaining appropriate contact with victims, families, or care givers regarding law enforcement and prosecutorial information.

Prepares victims for court appearances, hearings, depositions, trials, and victim impact statements. Provides victim input to Prosecuting Attorneys regarding possible plea agreements or trial preparation. Provides victim input to law enforcement as appropriate. Assists Prosecuting Attorneys as requested with trial preparation.

Researches and provides relevant information to victims regarding law enforcement, court and prosecutorial procedures, and case status. Sends written victim notification regarding plea offers negotiated by Prosecuting Attorneys, defendants, and their attorneys.

Serves as liaison between victims and Department of Child Services, Prosecuting Attorneys, and law enforcement agencies. Interviews victims and witnesses as requested. Refers victims to law enforcement and assists victims by supporting and providing education related to the criminal justice process.

Regularly assess individuals under potentially stressful situations and exercises independent judgment in making recommendations and referrals to victims in situations where facts are not or certain.

Provides emergency crisis intervention to victims during various police actions for offenses including but not limited to sexual assaults, domestic violence, child abuse, alcohol abuse, drug raids, and homicides.

Assists victims in filing for and obtaining account status from the Indiana Violent Crime Compensation Fund. Assists victims with filing orders of protection.

Assists with developing community awareness programs related to awareness of victim services to community organizations, schools, medical personnel, law enforcement agencies, and victim support agencies.

Attends workshops and training programs, relating to topics including but not limited to victims rights, crisis counseling, child abuse prevention, domestic violence, sexual assault, and updates on Violent Crime Compensation Fund and orders of protection. Assists in providing annual mandatory domestic violence training for law enforcement officers.

Serves as an active member of the Domestic Violence Task Force and other community organizations to improve services to victims. Attends Child Protective Team meetings and Child Fatality Team meetings. Creates and updates written materials to assist crime victims.

Maintains daily statistical information on each victim and number of victim contacts for grant purposes. Completes biannual grant report including statistical narrative updates as required. Collaborates with Victim Advocate Division Supervisor during annual grant renewal process.

Assists other department personnel as needed or assigned. Assists Adult Protective Services as requested, including interviewing victims and witnesses as requested.

Serves on 24-hour call for emergencies and to assist victims in crisis.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

Baccalaureate Degree in Social Sciences or related field.

Thorough knowledge of all legal, health, and social services available to County residents, with ability to make referrals, coordinate services, and monitor appropriateness and effectiveness of assistance provided.

Working knowledge of County Court system, with ability to effectively assist attorneys with preparation of cases as directed.

Working knowledge of standard office procedures and computer software programs used by the Prosecutor's Office, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation and ability to prepare detailed written reports, maintain complete and accurate case files, and plan and present public speaking presentations.

Ability to properly operate standard office equipment, such as computer, typewriter, calculator, copy machine, fax machine, telephone, mobile telephones, and pager.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to meet all department hiring and retention requirements, and ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement agencies, other Prosecuting Attorney offices, other Victim Advocate offices, Department of Child Services, social service agencies, local hospitals, advocacy centers, various detention facilities, clients and their families, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions and under time pressure from formal schedules and deadlines.

Ability to perform arithmetic additions/subtractions and prepare statistical reports as required.

Ability to testify in legal proceedings as required.

Ability to occasionally work extended, weekend, and evening hours, and travel out of town for training and meetings, sometimes overnight.

Ability to serve on 24-hour call for emergencies and respond swiftly and rationally to emergencies from off-duty status.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent assists crime victims in navigating court procedures and available programs, exercising judgment in adapting basic guidelines and accepted procedures to meet specific situations and fit complex or contradictory circumstances. Assignments guided by broad objectives and/or general guidelines.

## **III. RESPONSIBILITY:**

Incumbent ensures proper protection and care of crime victims, including investigating allegations and obtaining appropriate assistance. Objectives of incumbent's work are known, with highly sensitive and/or unusual cases discussed with supervisor as needed. Work is reviewed primarily for soundness of judgment and compliance with legal requirements. Frequently, decisions are restricted only by organization-wide policies, with little direct guidance from supervisor.

#### **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, law enforcement agencies, other Prosecuting Attorney offices, other Victim Advocate offices, Department of Child Services, social service agencies, local hospitals, advocacy centers, various detention facilities, clients and their families, and the public, for purposes of assisting crime victims with services and legal procedures, exchanging information, rendering service, providing education/instruction, and resolving problems.

Incumbent reports directly to the Victim Advocate Division Supervisor.

#### **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs a majority of duties in a standard office environment and in a court room, involving sitting for long periods, sitting/walking at will, keyboarding, lifting/carrying objects weighing under 25 pounds, close/far vision, color perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains considerable contact with crime victims and may be exposed to hostile/argumentative individuals and/or physical violence.

Incumbent occasionally works evening, weekend, and/or extended hours and occasionally travels out of town for training, sometimes overnight. Incumbent occasionally responds to emergencies on a 24-hour basis.

#### **APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Victim Advocate for the LaPorte County Prosecutor's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name