

OFFICE OF THE SHERIFF

Clay County, Florida
Darryl Daniels, Sheriff
"Selfless service for all."

JOB NOTICE

DATE: October 16, 2019
POSITION: Victim Advocate
REPORTS TO: Special Victim Sergeant
SALARY RANGE: \$30,262.00 – \$48,420.00
DEADLINE TO APPLY: October 28, 2019

Specific duties may include, but are not limited to:

- Responds to initial calls for service to citizens of Clay County who are victims of crimes pursuant to Florida Statutes; responds to and provides services at crime scenes, hospital, and/or homes to visit with victims of crime individually or with the assistance of a sworn law enforcement officer; provides referrals to social service and criminal justice agencies for information and support; and follows up with crime victims to ensure quality service and ascertain additional needs, as it/they relate to the crime.
- Is responsible for provision of initial crisis intervention; refers crime victim to counseling programs and/or appropriate agencies for counseling or other emotional and psychological support as needed, as it relates to the crime.
- Is responsible for provision of aid to the crime victim in accessing service agencies for assistance with emergency needs such as food, clothing, shelter, and transportation, etc.; provides aid to crime victims with special needs, as such aid relates to the crime.
- Is responsible for provision of emotional support during medical, criminal justice, and/or law enforcement procedures as it relates to the crime.
- Is responsible for provision of assistance to crime victims in completing and filing victim compensation paperwork through Federal and State agencies to ensure appropriate support is provided.
- Will assist with transportation to police interviews, line-ups, court interviews, depositions, pre-trial hearings, and other related matters (as they relate to the crime) as necessary.

- Is responsible for provision of assistance to sworn officers in providing death and injury notification in cases of domestic violence and homicide, including traffic homicides.
- In coordination with the State Attorney's Office Advocates, is responsible for provision of criminal court orientation, support, and advocacy through the criminal justice system from the initial call through final disposition of case; provides assistance in completing and filing all paper work for injunctions for protection, victim impact statements, etc.; and provides support, information, and referral for victim after closure of the criminal case, as it relates to the crime.
- Shall maintain a detailed and concise case management system that provides for tracking and follow-up on cases from case inception through closure. Prepare required monthly reports on numbers served and services received.

Minimum Qualifications: Two years of experience working in victim assistance, social work, rehabilitative counseling, youth services or a related occupational area. Preference given for prior crime victims training. Preference given for those applicants with a Bachelor's degree in criminal justice, paralegal, human services, social work in a related field. A combination of experience and/or education may be substituted to reach either minimum or preference.

If you are interested in this position, please submit your completed application and resume to apply@claysheriff.com by the deadline date.