

JOB DESCRIPTION – VICTIM WITNESS ADVOCATE POSITION
(Victim Advocate)

This is a grant funded program

PRIMARY RESPONSIBILITIES: Provide crime victims with information, support, and advocacy, as well as practical assistance in response to an individual's victimization. Work cooperatively with the Prosecutor's Office in ensuring the victim receives timely notification of hearings, etc. and ensure compliance with all Constitutional Rights. Act as a liaison between the court, the prosecutor and the victim.

- ✓ Assist the public in filling out paperwork for Civil Protection or Stalking Protection Orders and in determining what alternatives are available.
- ✓ Keep statistics relating to the Victim Assistance grant-funded program.
- ✓ Attend hearings and assist victims in Common Pleas Court, Juvenile Court, Clyde County Court, and Woodville County Court.
- ✓ Assist victims with Crime Victim Compensation forms.
- ✓ Encourage cooperation with other service providers to better ensure effective and efficient services to crime victims.

PRIMARY FOCUS: Victims of crimes being prosecuted in Sandusky County and victims of federal crimes. However, no person seeking our services will be denied assistance.

SECONDARY RESPONSIBILITIES: General office duties including filing, answering phone, correspondence.

Direct Supervisor: Sandusky County Prosecutor.

All applicants must possess a valid Ohio Driver's license with an acceptable driving record. All applicants are subject to a background check.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

(Employee Printed Name)