



# Victim Advocate Coordinator - CJC

## Job Description

Department: Children's Justice Center  
Position: Career Service  
Grade: 721  
Supervisory: No  
Reports to: Clinical Supervisor - CJC

### Summary

Under general guidance and direction Clinical Supervisor – Children's Justice Center (CJC), assists victims of crime through the investigation and judicial process. Provides information regarding Child Protective Services and legal process, investigation process, and resources such as shelter, treatment, education, legal assistance, and financial aid. Recruits, screens, trains and supervises community volunteers to assist with serving children onsite and work with child victims as mentors for a six-month period.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Provide necessary crisis intervention and onsite emotional support to child victims at the time they are involved in investigational interviews; respond to requests for assistance onsite and by telephone.
2. Recruit, screen, train, and oversee community volunteers serving as mentors to child victims; assist volunteers with providing emotional support, enhancing social skills, and functioning as a healthy, supportive role model for children to facilitate healing.
3. Document and monitor treatment provided to victims and parents; assist with obtaining appropriate services; provide information and emotional support; follow up with victims and parents, as needed.
4. Respond to victim/parent inquiries for services and information; provide referrals to appropriate community resources, as needed.
5. Educate victims and witnesses about the criminal justice process; notify victims and witnesses of meetings, trials, court hearings, and case dispositions, as needed.
6. Function as liaison between victims and witnesses, law enforcement, and the Utah County Attorney's Office; assist investigators and prosecutors with communicating and meeting with victims and witnesses.
7. Maintain records of victim contact information, victim interactions, and assistance provided to victims.

### For Office Use Only

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Job Title: Victim Advocate Coordinator – CJC  
FLSA: Non-Exempt  
Effective Date: 1/3/2025  
Public Safety: No

Worker's Compensation: County  
Background Level: II  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

8. Write and submit related grant applications and renewals and ensure compliance with grant requirements.
9. Make necessary arrangements for communication with non-English speaking, impaired, and disabled victims and witnesses.
10. Attend meetings and training and represent the CJC Victim Assistance Program; present at conferences and meetings regarding child abuse victim needs and victim/witness assistance and coordination of services, as needed.
11. Coordinate travel arrangements for victims and witnesses attending court hearings and accessing services, as needed.
12. Assist victims with preparing Crime Victim Reparation applications, as needed.
13. Assist victims with filing protective orders, stalking injunctions, and other legal forms, as needed.

### **Knowledge, Skills, and Abilities**

- Knowledge of the criminal justice process and victim rights
- Knowledge of social work and child development
- Knowledge of community resources available to victims for shelter, treatment, education, legal assistance, and financial aid
- Skilled in interpersonal communication
- Skilled in reading, writing, and basic math
- Skilled in word processing, data entry, spreadsheets, and basic computer applications
- Skilled in filing, record keeping, and record retrieval
- Ability to stay calm while working with people in crisis situations
- Ability to communicate and interact with individuals from diverse social, economic, and ethnic backgrounds in a professional manner
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to work with minimal supervision in the development of printed materials and new programs
- Ability to maintain confidentiality of sensitive records and information
- Ability to type accurate and at an acceptable rate, based on job duties

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department, and may oversee community volunteers.

### **Work Environment**

This job operates in a professional office, home of a client, court room, or other environmentally controlled room. Work requires working with parents, children, or others in crisis who may be emotionally distraught and/or angry. Work may expose the incumbent to high stress situations and

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potentially hostile situations, including contact with the public in confrontational, emotionally charged, or uncomfortable situations. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift supplies up to twenty (20) pounds. The employee occasionally drives a motor vehicle.

### **Position Type / Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand, and on-call availability may be required on a rotational basis.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Required Education and Experience**

1. Bachelor's degree in social or behavioral science or a related field.
2. Two (2) years of experience working in a professional capacity with children/youth.
3. Equivalent combinations of education and experience may also be considered.

### **Preferred Education and Experience**

1. Preference may be given to applicants who are bilingual in English and Spanish.

### **Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

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 of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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