



## JOB DESCRIPTION

Job Title: Victim Advocate	Step: Determined by the Availability of Grant Funds
Department: Attorney's Office	Grade:
Effective Date: 01/01/2022	Safety Sensitive
Revision Date: 01/24/2024	FLSA Status: Non-Exempt

### **General Purpose**

VOCA Grant which provides victims services to victims of sexual assault, rape, domestic violence, and other crimes.

### **Supervision Received**

Works under the general supervision of the San Juan County Attorney.

### **Essential Functions**

#### **Grant Writing and Administration:**

- Ensure grant management systems are established / maintained to meet state compliance.
- Develop and review grant budget application, goals and objectives, and letters of collaboration
- Ensure grant compliance and reporting deadlines
- Monitor grant expenditures, alert the County Attorney of any irregularities
- Research expenditure variances against budgets and inform the County Attorney of irregularities
- Advise the County Attorney and County Administrator on all financial matters including misappropriation and other major deficiencies and ensure that corrective action is taken
- Under supervision of the County Attorney, monitor grant status, revisions, new grant agreements, grant termination, reporting, etc.
- Review records pertaining to material assets to ensure that they are properly procured, maintained safeguarded and recorded
- File Annual Report, report grant status quarterly to the County Attorney and submit required documents to the grant provider.
- Plan/coordinate training for law enforcement and other agencies within the county.
- Apply or reapply as necessary for grant funding under the supervision of the County Attorney

- Attend any trainings required by the grant

### **Victim Services**

- Provide victims of crime support, in-court support, and victim resource referral. Assist victims of crime in preparing for court appearances.
- Assist with filing protective orders, civil stalking injunctions, and applications for Utah Legal Services and Crime Victim Reparations
- Assist victims with victim impact statements and restitution request forms
- Resource referrals (i.e., shelter, mental health counseling, Workforce Services, Adult Protective Services, DCFS, etc.)
- Transportation (as needed)
- Coordinate between the County Attorney's Office and victims to ensure compliance with Utah's Victim Bill of Rights (§77-37-1 et. Seq.)
- Attend court with victims as necessary

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

- Background and experience in financial management skills and know the general principles of accounting, budgeting, and other sound management practices.
- Good written and oral communication skills
- Interpersonal skills especially with ethnic diversity and crisis management
- Must possess or be willing to quickly obtain a good working knowledge of applicable local, state, and federal law, and laws and ordinances applicable to local government
- Must possess a valid Utah Driver's License
- Ability to be bonded
- Ability to take phone calls from victims after hours in a support role
- Attend frequent state and federal trainings
- Willingness to patiently and compassionately work with crime victims, explain the legal process, provide assistance and direct them to services.

### **Minimum Qualifications**

#### **Education and Experience**

- Graduation from high school or GED.
- Bachelor degree or commensurate experience
- Must have a valid Utah Driver's License with a clean record

### **Physical Requirements**

The physical demands are mainly sedentary. Much of the work is performed in an office setting. The position may require some travel within and outside the county

San Juan County is an equal opportunity employer and encourages women, minorities and the disabled to apply.

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

**I \_\_\_\_\_ have reviewed the above Job**

**Description. Date: \_\_\_\_\_**