



DEPARTMENT: Victim Assistance Program/Violence Against Women Project

DEFINITION OF WORK:

Explains complexities of the criminal justice system and provides crisis intervention services and referrals for specialized counseling or social services to women who have been victims of crime. Provides information and direction in applying for services available, including benefits from the Criminal Injuries Compensation Fund.

ESSENTIAL FUNCTIONS OF THE JOB:

Provides crisis intervention services and specialized counseling (such as for victims of rape or domestic violence), or referral to such services and counseling. Counsels victims about their options with respect to participating in the criminal justice process. Provides a support person, upon the victim's request, to be with the victim throughout the criminal justice process. Provides support services such as follow-up counseling. Also assists victims, either directly or by referral, with services including: protection from harm or threats of harm; repair of doors and locks, etc.; prompt return of property held for evidentiary purposes; and, crime prevention.

Prepares adult witnesses for participation in trial proceedings through counseling, courtroom tours, accompaniment to court, and explanation of judicial proceedings in which they will be participating.

Provides victims with information on any significant developments in the investigation and adjudication of the cases in which they are involved including: explanation of the steps in the criminal justice process and information on how to obtain the program's services; information about case disposition; employer intercession services to minimize loss of pay and to ensure that victims will be able to cooperate with criminal justice system demands; and, development and implementation of an "on-call" system to minimize unnecessary trips to court.

Provides written material and informs victims about compensation available to them as a result of their victimization and advises them on how to apply for it. Where appropriate, assists victims in completing applications for compensation, acts as liaison between victims and the Division of Crime Victim's Compensation, and provides follow-up on claims filed.

Provides written material about and an explanation of victim impact statements and assists victims in completing and filing victim impact statements.

Provides written material about restitution and advises victims of what they are entitled to under the restitution provisions of the Code of Virginia. If restitution is ordered, informs victims of that fact and monitors payments, as needed.

Arranges and/or provides escort or other transportation services related to the investigation or adjudication of the case, if necessary and advisable.

Facilitates payment by the Virginia Supreme Court of all reasonable costs of forensic medical examinations of crime victims.

Coordinates and implements direct services to crime victims, such as: disseminating victim assistance materials; recommending written interagency service agreements; maintaining a directory of social services and community resources available to crime victims; and, attending relevant meetings as a program representative.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed primarily in an office setting. Operates standard office equipment to include telephone, computer keyboard, copy machine, typewriter, calculator, etc.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of the criminal justice system, both state and local.

Working knowledge of case management and crisis intervention techniques.

Demonstrated ability to assist clients and make referrals following assessments.

Ability to interpret and explain policies and procedures.

Ability to work effectively with people.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent and completion of college level courses in social sciences, criminal justice, or related fields; some experience in direct delivery of human services, or any equivalent combination of training and experience which provide the required knowledge, skills, and abilities.

Date: June 2004
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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Victim Advocate Position Number 092
Department Commonwealth Attorney Division _____

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- “ Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others _____
- _____
- “ Not essential to job function

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
 - “ Not essential to job function
- 3. Reading:** (ability to read and understand text)
- Essential to job function
 - “ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- “ Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|----------------------|--|
| • Use telephone | • Manipulate computer keyboard and mouse |
| “ Use switchboard | • Use postage machine |
| “ Use radio/console | “ Use hand tools |
| • Use a calculator | “ Use power tools |
| • Use a copy machine | “ Other:_____ |
| • Use a fax machine | “ Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- “ Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (U) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5!	5-10	10-15	15-25	25-50	50%	Occasionally	Frequently	Continuously
Lift				U			U		
Push/Pull									
Hold/Carry				U			U		

Manipulation done from: ☐ ground to waist ☐ waist level ☐☐ waist to shoulder ☐☐ above shoulder
(Check all that apply)

Not essential to job function: ☐☐ Lift ☐ Push/Pull ☐☐ Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|----------------------------------|----------------------------------|----------------------------------|
| ☐ Step stool | ☐☐ 1 flight | ☐☐ 1-2 |
| ☐☐ 8' to 10' step ladder | ☐☐ 2 flights | ☐☐ 2-3 |
| ☐☐ Extension ladder | ☐☐ 3 or more flights | ☐☐ 3-4 |
| ☐☐ Other _____ | ☐☐ Other _____ | ☐☐ Other <u>More</u> _____ |
| ☐☐ Not essential to job function | ☐☐ Not essential to job function | ☐☐ Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check (U) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9%			
Stand		U					U		
Sit				U					U
Walk	U							U	
Run									

If walking or running, over what type of terrain? ☐ flat ☐☐ rough ☐☐ both

Not essential to job function: ☐☐ Stand ☐☐ Sit ☐☐ Walk ☐☐ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

⋮ 0-5x ⋮ 5-20x ⋮ 20-50x ⋮ 50+x
 ⋮ Other _____ ⋮ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

⋮ 0-5x ⋮ 5-20x ⋮ 20-50x ⋮ 50+x
 ⋮ Other _____ ⋮ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ⋮ Peripheral vision
- ⋮ Night vision
- ⋮ Focus (distinctness or clarity)
- ⋮ Color perception (discriminate between colors)
- ⋮ Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	⋮	⋮	⋮
Van	⋮	⋮	⋮
Small Truck	⋮	⋮	⋮
Medium Truck	⋮	⋮	⋮
Large Truck	⋮	⋮	⋮
Truck w/Equipment	⋮	⋮	⋮
Heavy Bus Equipment	⋮	⋮	⋮
Not essential to job function	⋮	⋮	⋮
Other (list) _____			