



Human Resources
220 East Morris Avenue #200
South Salt Lake City, UT 84115-3200
Phone (801) 483-6062 Fax (801) 412-3276

April 20, 2022

PUBLIC NOTICE

The City of South Salt Lake is accepting applications from for the following position:

VICTIM ADVOCATE

POSITION SUMMARY

The Victim Advocate works under the direction of the Victim Advocate Supervisor; provides follow-up on all violent crime cases, contacts and provides services to violent crime victims.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Assists victims of violent crime through the investigative and judicial process
 - 1.1 Reviews and assesses violent crime reports as reported to the police
 - 1.2 Contacts victims of violent crimes
 - 1.3 Provides information to victims regarding legal process, investigation process, and resources such as shelter, treatment, education, legal assistance, and financial aid
 - 1.4 Assists in filling out and filing protective orders
 - 1.5 Attends hearings and other court proceedings with victim
 - 1.6 May respond to the crime scene to provide crisis intervention and emotional support
 - 1.7 Provides coordination between police department and prosecuting agencies for victim services, mental health professions, rape crisis centers and case follow-up
 - 1.8 Keeps statistical records of individuals contacted and services provided
 - 1.9 This position is required to be on call, typically one week per month

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

- Graduation from an accredited four year college or university with a bachelor's degree in social work, psychology, victim advocacy, or a closely related field, or any equivalent combination of related education and experience.
- Must possess a valid state driver's license or have the ability to obtain one prior to employment.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of appropriate state and local laws relating to domestic violence and crime victims; knowledge of legal terminology, court practices and procedures.
2. Skill in data entry, spreadsheets, case management systems and applicable computer programs.
3. Ability to interview victims and obtain relevant information; ability to communicate effectively, both verbally and in writing; ability to prioritize tasks; ability to establish and maintain effective working relationships with peers, agency employees, other professional agencies, and the general public; ability to use independent judgment.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable

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

While performing the duties of this job, the employee is frequently required to walk, sit, talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

This Victim Advocate position is a secure, grant-funded position.
This Victim Advocate position includes a take-home car and work cell phone.
This Victim Advocate position includes City full time benefits.

Hourly Pay Rate: \$21.25 - 23.35 per hour, depending on experience

CLOSING DATE: May 30, 2022

MUST COMPLETE CITY APPLICATION
Resumes submitted without an application will not be considered.
Application available on website at www.sslc.gov

FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN

EQUAL OPPORTUNITY EMPLOYER

THIS ORGANIZATION USES E-VERIFY