

SNOHOMISH COUNTY JOB DESCRIPTION

VICTIM / WITNESS ADVOCATE

Spec No. 5044

BASIC FUNCTION

To provide support services to the victim/witness services program provided through the Snohomish County Prosecuting Attorney's Office. Advocates for children and adults who are referred to the Prosecutor's Office as victims or witnesses of crimes, usually crimes of physical or sexual assault, domestic violence or homicide.

STATEMENT OF ESSENTIAL JOB DUTIES

1. In individual cases provides emotional support, guidance, information on criminal justice procedures, referral and advocacy services to victims and their non-offending family members, after they have been referred to the Prosecutor's Office, as defined first by statute and second by policies and practices of the office.
2. Schedules, supports and advocates for victims through interviews related to the criminal justice process.
3. Accompanies victims to any court proceedings they wish to attend and to all interviews with prosecutors and defense attorneys or investigators.
4. Observes and advocates for all other victim rights as related to the criminal justice process.
5. Establishes supportive human relationships with victims and families and helps resolve issues following case disposition.
6. Consults with deputy prosecuting attorneys regarding victim needs and case dynamics; tracks case status; advocates for rapid, smooth case management; writes reports and materials as relevant.
7. Coordinates with individuals and agencies working on specific cases.
8. Maintains case records and prepare require reports and documents.
9. Participates in activities such as training, consultation and in community based committees or activities that relate to the essential functions.

STATEMENT OF OTHER JOB DUTIES

10. Performs related duties as required.

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MINIMUM QUALIFICATIONS

A Bachelor's degree in a human service field; AND, one (1) year of experience in mental health, education, social services or criminal justice; OR any equivalent combination of training and experience which provides the required knowledge and ability. Must pass all job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License, unrestricted except as to vision may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- judicial and criminal justice systems
- victim rights as defined by law
- community and social service systems and resources in the area
- dynamics of families, human development, and interpersonal abuse and violence
- interviewing, counseling/guidance and assessment skills

Ability to:

- effectively communicate verbally and in writing to a variety of groups and individuals from diverse backgrounds
- articulate and represent clients in an advocate role
- respond effectively in crisis and emergent situations and establish a trusting and supportive environment among staff and for victims
- read, interpret and apply work related laws, rules and regulations
- establish and maintain effective working relationships with officials of the criminal justice system, community organizations, agency staff and associates, and the general public
- apply professional values in a practical host environment
- maintain all ethical and professional standards of the Office
- observe strict confidentiality regarding all information obtained in course of employment
- produce work product that meets professional standards of quality, neatness, accuracy, and promptness
- demonstrate ability to manage a caseload characterized by traumatic life events
- maintain records and prepare reports
- comfortable with basic computer programs such as word processing, data bases, spread sheets
- interact and deal with distraught or difficult individuals in an adversarial environment

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SUPERVISION

Employees in this class report to the Unit Lead and are supervised by both the Lead and Victim/Witness Advocate Coordinator. The work is performed with a high degree of independence and is reviewed through meetings, periodic status reports, periodic written evaluations, and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment which involves frequent interaction with distraught or difficult individuals. It is also a social service position in a law office and employee must develop skills specific to working in the host environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: December 1984 as Victim/Witness Counselor
Previous Spec. No. 610656
Revised & Retitled: January 2005
EEO Category: 2 - Professionals
Pay Grade: 235 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous