



**The City of Mount Vernon**  
An Equal Opportunity Employer

<b>Job Title:</b>	<b>Victim Advocate</b>	<b>Department:</b>	<b>Law Director's Office</b>
<b>Job Number:</b>	N/A	<b>Reports To:</b>	Law Director
<b>Position Type:</b>	Full-time 40 hours per week Exempt	<b>Address:</b>	5 North Gay Street Mount Vernon, Ohio 43050
<b>Typical Work Schedule:</b>	Monday-Friday 8:00 a.m. to 4:00 p.m.	<b>Pay Range:</b>	\$57,928
<b>Contact Information:</b>	Office of Human Resources 740.462.3147	<b>FLSA:</b>	TBD
<b>How to apply:</b>	Please submit a cover letter and resume to dneff@mountvernonohio.org		

**Objectives**

Provide advocacy/resource services to victims of crimes charged in the Mount Vernon Municipal Court. The Victim Advocate shall be the liaison between the victim of crime and the criminal court.

**Minimum Education and Experience Requirements**

- A Bachelor's Degree from a four-year college or university with a major in social work or related field. One to three years previous experience in criminal justice and victim's rights is beneficial; OR equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
- Must obtain and maintain a State of Ohio Driver's License.

**Job Description**

**ESSENTIAL JOB FUNCTIONS:**

- Make direct contact with victims of misdemeanor crimes charged in the City of Mount Vernon and Knox County to provide support, referral, and information regarding victim's rights, available options, community resources and the legal system.
- Informs victims of their rights under Marsy's Law (ORC 2930.17) and facilitates the exercise of those rights.
- Complete an Amy's Law lethality Assessment (ORC 2919.251) for victims of domestic violence and intimate partner violence.
- Discuss and prepare safety planning with victims of domestic violence and intimate partner violence.
- Prepare victims for filing a Temporary Protection Order or Criminal Protection Order.
- Maintains ongoing contact with victims and witnesses in order to provide information and to keep them engaged in the legal process.
- Accompanies victim to law enforcement interview and prosecution interview as necessary.
- Assist victims in filing for victim compensation through the Ohio Attorney General's Office.
- Assist victims in preparing a Victim Impact Statement.
- Enroll victim in VINE if their offender is incarcerated.
- Engages in ongoing education and professional networking to maintain a high level of knowledge and competency in legal developments; trauma-informed practices; developments in strategies to address domestic violence; and pertinent community resources.
- Maintain a positive working relationship and coordinate services with local agencies and organizations.
- Write, submit, and monitor VOCA grant through the Ohio Attorney General's Office. File for other grants as appropriate.
- Maintain client case history records and prepare reports when needed.

**NON-ESSENTIAL JOB FUNCTIONS:**

Performs related non-essential functions as required.

**I. JOB REQUIREMENTS**

**Equipment:** Ability to operate a variety of office equipment such as computer and related software, copier, scanner, telephone, calculator, FAX machine, video projector and other equipment necessary to perform duties. Ability to safely operate a motor vehicle is required.



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### **Knowledge, Skills and Abilities (KSA's):**

#### **Knowledge:**

- Knowledge of theories, principles, practices, and techniques of victim advocacy.
- Knowledge of court systems and their applications.
- Knowledge of legal terminology.
- Knowledge of legal forms and documents.
- Knowledge of legal practices and procedures.
- Knowledge of city government.
- Knowledge of Court practices and processes.
- Knowledge of Microsoft Suite.

#### **Skilled In:**

- Operate a personal computer and word processor.
- Skilled in communicating effectively in a trauma-informed manner.
- Skilled in applying professional knowledge, techniques, and judgement in the work situation.
- Skilled in interacting with clients from various culture, economic, and spiritual backgrounds.
- Willing and able to learn how to use the electronic case management database.

#### **Ability To:**

- Ability to apply critical thinking skills to effectively define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills.
- Ability to deal effectively with crisis situations.
- Ability to communicate clearly both orally and in writing.
- Ability to exercise judgement and make independent decisions.
- Ability to operate a PC/laptop.
- Ability to perform tasks related to the position.
- Ability to get along with others.

### **II. DIFFICULTY OF WORK**

Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures, as well as interaction with victims of crime who may be in crisis or under significant psychological or physical stress. Individuals are required to provide technical assistance to staff personnel on programs, policies, and the interrelationship of programs under extremely complex and difficult situations. It requires the individual to be continually aware of changes occurring which must be learned and passed on to staff. Procedures must be developed for implementing changes at the local level.

### **III. SUPERVISORY RESPONSIBILITY**

N/A

### **IV. PERSONAL WORK RELATIONSHIPS**

Contact is with victims of crime, attorneys, municipal judge, outside/resource agencies, co-workers, employees from public and private sector organizations and the public. The purpose of these contacts is to guide and direct, check on progress of work



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assigned, coordinating services, job development/referrals, make recommendations and handle questions about department, programs, and customer concerns.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT**

**Physical Requirements:** The physical requirements of the position are identified as sedentary work, which may require the lifting of up to twenty-five (25) pounds.

**Physical Activity:** The physical activity of the position is manual dexterity, talking, hearing, lifting, pushing, pulling, reaching, and walking.

**Visual Activity:** The minimum visual activity of the seeing job is close to the eyes.

**Job Location:** Individual is required to be present at the Office of the Law Director during regular business hours. The minimum work conditions for the position indicate that the individual is not exposed to adverse environmental conditions.

**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	
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Revised:  
 February 2024