

KENDALL COUNTY CLASS SPECIFICATION

ASSISTANT VICTIM ADVOCATE II

GENERAL SUMMARY

Under direct supervision of the Criminal District Attorney (CDA) Investigator and general supervision of the Criminal District Attorney, the purpose of the position to ensure that victims of crime in Kendall County receive assistance and are afforded their rights under the Crime Victims' Bill of Rights. Serves as a point of contact for victims of crimes being prosecuted by the Kendall County CDA's office and acts as a liaison between the victims, prosecutors and law enforcement. Provides Spanish/English oral and written translation services.

EXAMPLES OF ESSENTIAL FUNCTIONS

Duties may include but are not limited to the following:

- Provide crisis intervention; be on-call 24 hours per day, available to assist prosecutors, law enforcement personnel, and victims of crime.
- Ensure that victims are timely contacted, if possible, within 24 hours of a reported crime; evaluate victims' eligibility for available services and support and offer support.
- Advise victims of their rights under Chapter 65 of the Texas Code of Criminal Procedure and provide assistance and information related to the Crime Victims' Compensation Fund and Victim Impact Statements.
- Provide direct assistance to victims by notifying crime victims of case status and providing information about the criminal justice system; Accompany victims to trials, hearings, oral arguments, or other proceedings as necessary; maintain contact with victims and their families; provide or coordinate transportation for victims as necessary; Ensure security and confidentiality of sensitive and/or protected information; assist victims with safety planning and violence prevention
- Serve as liaison between victims and prosecutors/law enforcement; Assist with researching and responding to questions from victims, victim advocacy groups, prosecutors, law enforcement agencies, and other state and federal offices.
- Refer victims to appropriate services and resources; maintain knowledge of services available to victims throughout Kendall County and the surrounding areas; serve as liaison with outside non-profit, government agencies, or volunteers that offer assistance to crime victims.
- Assist victims in communication with employers, landlords, and creditors as needed.
- Assist in obtaining U-Visas as necessary.
- Provide assistance in obtaining family violence, stalking, and sexual assault protective orders for victims; perform initial intake and evaluation procedures; assist prosecutors by coordinating court dates, notifying victims/witnesses, drafting documents, preparing for hearings, and other tasks as assigned.
- Provide instruction and give public presentations on victim related issues to internal and external groups and agencies as needed; Attend meetings and functions on behalf of the Criminal District Attorney's Office as assigned
- Maintain and update regional contact phone and mailing lists to ensure the accurate dissemination of information.

- Respond to direct or indirect inquiries, including any communication reporting alleged criminal activity received, whether in person, in writing, by phone, or by email.
- Perform related work as assigned.
- Comply with all agency policies and procedures, including those pertaining to ethics and integrity.
- Comply with all grant requirements; report activity and gather information as required under the grant

EXPERIENCE AND TRAINING

- High school diploma or GED;
- Bachelor's degree from an accredited college or university in one of the following (or closely related) fields; mental health, social or behavioral sciences, or criminal justice. *Non-degree equivalent experience will be considered on a case-by-case basis.*
- Two years of full-time experience working in the following (or closely related) fields: crime victim advocacy, general mental health and behavioral counseling including clinical crisis intervention and/or trauma counseling.

LICENSES AND CERTIFICATIONS

- Valid Texas Driver's License
- Court Interpreter License - preferred, but not required

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Standard concepts, practices and procedures within the legal and victim advocacy field

Ability to:

- Speak, read, and write Spanish fluently
- Translate orally and in writing Spanish/English
- Receive and respond positively to constructive feedback
- Work cooperatively with other in a professional office environment
- Provide excellent customer service
- Arrange for personal transportation for business-related travel
- Work more than 40 hours as needed and in compliance with the FLSA
- Lift and relocate 30 lbs
- Safely operate motor vehicles and travel locally and out of town (including overnight travel)

Kendall County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities.