

### **VICTIM AND WITNESS ADVOCATE**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in providing a variety of social services and support assistance to victims and/or witnesses impacted from criminal activities and/or violent crimes; acts as their advocate in the criminal justice system; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Receives, assesses and analyzes social, physical, psychological, financial and other needs of victims and witnesses of crimes; provides crisis intervention, counseling, social services referrals and disposition information, criminal justice information and witness advocacy; makes appropriate referrals for counseling, housing, shelter, legal assistance and other services, as needed; assists criminal investigators, police officers and others in gathering information, facts and evidence related to criminal activities, accidents or other incidents; initiates and continues communication, information and assistance to victims, witnesses, family members and others regarding status of investigations, court and other activity;

Identifies and places affected parties in appropriate settings, counseling programs, social or other services; informs victims, witnesses, family members and others of services available; serves as liaison between those needing service and service providers; maintains contact with courts, law enforcement and social services agencies; coordinates services with law enforcement, health and social service agencies; drafts orders, reports, other documents required to initiate services; provides protection and/or services to meet other victim, witness and family member needs.

Assists victim in filing compensation forms, victim/witness statements, and other documentation pertinent to case; transports and accompanies victims and witnesses to court and/or other locations; maintains assigned cases of victims and witnesses, including detailed documentation and appropriate statistical information; provides education on the criminal justice system; conducts educational presentations on program for community groups and schools; attends meetings, in-service, training and conferences.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of Navajo Nation and applicable state and federal statutes, rules, administrative orders, policies and procedures and case law.

Knowledge of the theories, principles and practice of social services, psychological, economical and other behavior and social science disciplines.

Knowledge of community, social and related resources, services and providers.

Knowledge of the basic principles of case, file and records management.

Knowledge of court processes, and legal terminology.

Knowledge of the principles, practices and techniques of interviewing.

Skill in effectively assessing, analyzing, recommending and applying appropriate community, social and/or related services, resources and/or providers.

Skill in communicating and providing reports and other documents for internal and external dissemination.

Skill in operating a personal computer utilizing a variety of software applications.

Skill in establishing and maintaining effective and cooperative working relationships with others.

Ability to assess the biopsychosocial needs of victims/witnesses of violent crimes.

THE NAVAJO NATION

Class Code: 3710  
Community Education and Counseling Series  
Social Science and Welfare Group  
Overtime Code: Non-Exempt  
Pay Grade: 62

### **VICTIM AND WITNESS ADVOCATE**

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires sitting at a desk and driving a motor vehicle. Work also involves the potential for high stress levels and working on an on-call basis.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Sociology, Counseling, Psychology, Social Science, Criminal Justice or a closely related field; and one (1) year responsible experience as a counselor, advisor or social worker in crisis intervention or closely related responsibilities; or an Associate's degree in Sociology, Counseling, Psychology, Social Science, Criminal Justice or a closely related field; and three (3) years of responsible experience as a counselor or advisor in crisis intervention or closely related responsibilities.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.