

# Uintah County

## Job Description



<b>Title:</b>	Victim Services Coordinator	<b>Code:</b>	545
<b>Division:</b>	Children's Justice Center	<b>Effective Date:</b>	7/18
<b>Department:</b>	Attorney	<b>Last Revised:</b>	7/18
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	17

GENERAL PURPOSE

Performs a variety of **administrative and clerical** duties related to coordinating the general administration and operation of the County's children's justice center providing services to individuals and families impacted by child abuse.

SUPERVISION RECEIVED

Works under the general supervision of the Children's Justice Center Director.

SUPERVISION EXERCISED

May supervise volunteer workers as needed to accommodate requirements of the office or program.

ESSENTIAL FUNCTIONS

Provides crisis intervention and coordinates community resources to ensure proper care and treatment for child victims. Resolves conflict and reduces barriers to treatment and care.

Advocating for child victims and their families at multi-disciplinary team meetings to ensure the needs of the victims and families are met and that the victim is protected. Provides ongoing advocacy services regardless of the status of the investigation by authorities to ensure victims have access to services and to address any new concerns or needs that later develop.

Conducts data entry on case files and statistics required by funding sources.

Greets child victims, witnesses and family members. Distributes welcome kits and snacks, provides tours of building to increase comfort.

Monitors the behavior of children in the building and outside play areas. Respond to distressed children to support, reassure, and reduce stress for the child. Engages in play activity to increase their comfort.

Maintains an organized living room and outdoor play areas to ensure a welcoming space for newly arriving clients. Ensures toys are cleaned and sanitized.

Prepares and provides educational materials and conducts parent feedback surveys and supportive follow-up calls.

Refers ongoing needs to CJC staff and partnering agencies.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Educations and Experience:
  - A. High School Diploma or equivalent;

AND

- B. Two years' experience in human services, crisis intervention, youth services, or treatment for victims.

OR

- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Basic knowledge of** child protection services and child abuse legal investigation methods; social service system (legal, court, medical, and referral sources); processes and procedures of criminal justice system; sociological and psychological issues, processes and procedures for working with child abuse victims and witnesses; modern office practices and procedures; legal terminology, grammar, punctuation, English, etc.; the legal procedures of trials and courts; various processes related to criminal document processes; the operation of personal computer and various software applications for word processing (MS Word), spread sheets, data base management.

**Ability to** maintain confidentiality and set professional boundaries with others. Maintain filing and record keeping system relating to confidential and sensitive materials and information; work with the public and maintain working relationships with community partners; communicate effectively, verbally and in writing; operate a copy machine and other types of standard office equipment.

3. Special Qualifications:

Must have an acceptable background, verified by a formal background check.  
Must possess a valid Utah Driver's License.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking. Interpersonal communication essential to successful completion of job duties. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Occasional travel by automobile required in the normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)