

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **VICTIM/WITNESS ADVOCATE COORDINATOR**

Spec No. 5009

#### **BASIC FUNCTION**

To cooperatively plan, organize, supervise, direct and manage victim services within the Criminal Division of the Snohomish County Prosecuting Attorney's office. The Victim/Witness Advocate Coordinator supervises the Victim/Witness Advocates in conjunction with the lead attorney for each unit of the Criminal Division and the Chief Criminal Deputy Prosecutor. The position is responsible for the quality of advocacy for children and adults who are referred to the prosecutor as victims or witnesses of crimes, usually of physical or sexual assault, domestic violence or homicide.

#### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Plans and designs program elements for victim/witness services offered by the Criminal Division of the office.
2. Manages the process of hiring victim/advocates, to include making hiring recommendations to the Chief Criminal Deputy; rains victim/witness advocates, and together with the unit lead prosecutor, evaluates their job performance; clinically supervises victim/witness advocates within the office; makes recommendations to the Chief Criminal Deputy for discipline of a victim/witness advocate, for transfer of a victim/witness advocate from one unit to another, or for separation of a victim/witness advocate.
3. Ensures that victim/witness advocates provide to victims and their non-offending family members for whom there is a case pending in the office: emotional support, guidance/counseling, information about the criminal justice procedures, referrals for other services, and advocacy through the criminal justice process. The parameters of the services provided are defined by statutory victim/witness rights and by the policies and practices of the office.
4. As required, directly performs advocacy services for victims/witnesses, as outlined above.
5. Provides and arranges for back-up advocacy services, when the normally assigned advocate is unavailable, or when there is an unexpected increase in caseload. This may include supervising interns.
6. Consults with victim/witness advocates on specific cases; assists the advocate to resolve problems with a deputy prosecutor, and if necessary, with the lead DPA, Chief Criminal Deputy Prosecutor, and Prosecuting Attorney, in that order, until the problem is resolved.
7. Together with the unit lead DPA, ensures that advocates are conversant with office policies and procedures; have access to and understand how to use databases and information systems; knows court rules and ethical rules which define behavior for prosecutors and all those working within a prosecutor's office.

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **VICTIM/WITNESS ADVOCATE COORDINATOR**

Spec No. 5009

#### **STATEMENT OF ESSENTIAL JOB DUTIES (Continued)**

8. Together with the unit lead DPA, ensures that advocates are consulting with deputy prosecutors regarding victim needs and case dynamics, and that deputy prosecutors are consulting with advocates regarding case status and court dates; ensures that advocates and deputy prosecutors are engaging in effective, timely, and efficient case management.
9. Develops and maintains working relationships with other victim advocacy organizations to address victim/witness needs in general and in specific cases; ensures that all victim/witness advocates within the office have knowledge of and positive working relationships with other victim advocacy organizations, in order to provide the most complete array of services possible to victims/witnesses.
10. As requested by the Prosecuting Attorney or the Chief Criminal Deputy Prosecutor, collects data, makes reports, and writes grants pertaining to victim/witness needs, services and rights.
11. Makes recommendations to the Chief Criminal Deputy Prosecutor and the Prosecuting Attorney on victim-related issues.
12. Represents the Prosecuting Attorney's Office within the community with regard to victims' rights, victims' services, and the prevention of victimization.

#### **MINIMUM QUALIFICATIONS**

A Master's degree in social work or related field, a minimum of five (5) years experience in mental health or social services, and a minimum of two (2) years supervising others, OR any equivalent combination of training and/or experience that provides the required knowledge and abilities.

#### **SPECIAL REQUIREMENTS**

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

#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- basic skills of keyboarding and data entry and retrieval;
- judicial and criminal justice systems;
- victim rights as defined by statutes;
- community and social service systems and resources in the area;
- dynamic of families, human development, and interpersonal abuse and violence;
- developing and utilizing support groups for victims;
- management, consultation and supervision;

## SNOHOMISH COUNTY JOB DESCRIPTION

### VICTIM/WITNESS ADVOCATE COORDINATOR

Spec No. 5009

#### KNOWLEDGE AND ABILITIES (Continued)

- court rules and ethical rules which provide parameters for the behavior of prosecutors and those working in a prosecutor's office.

#### Ability to:

- effectively communicate verbally and in writing to a variety of groups and individuals from diverse backgrounds;
- articulate and represent both children and adults 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 in the criminal justice system, community organizations, agency staff and associates, and the general public.
- apply professional values in a practical setting.
- maintain clinical objectivity and recognize victim issues.
- develop recommendations for policy and procedure changes.
- demonstrate ability to manage a caseload characterized by traumatic life events.
- demonstrate ability to supervise and consult with professional clinical staff.
- demonstrate ability to design programs and write grants.

#### SUPERVISION

Employees in this class report to the Chief of the Criminal Division. 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

This position typically involves daily interaction with distraught or difficult individuals in an adversarial setting. It may require daily operation of a motor vehicle on public roads. It is a supervisory position in a law office. The person filling this position must be able to help Advocates develop skills and maintain ethical obligations specific to advocates working in a "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: November 1998 as Child Protection Specialist

Previous Spec No. 610655

Revised & Retitled: January 2005

Revised: July 2007

EEO Category: 2 – Professionals

Pay Grade: 108 – Management Exempt Pay Plan