JOB OPENING/PROMOTIONAL OPPORTUNITY

JOB TITLE: VICTIM ASSISTANT
DEPARTMENT: POLICE

PAY RANGE: 16
HOURLY: $11.15 – 17.92
SALARY: $23,199 - $37,269
EXEMPT: No

GENERAL DESCRIPTION:
The Victim Assistant received general direction from sworn personnel assigned to the criminal investigation division, and technical and functional supervisor from the Executive Officer of the Investigative Services Bureau. The primary function is to provide approved direct services, and to provide information on available services and referrals when appropriate to victims of crime in accordance with State Statutes, Grant Contracts and Fort Pierce Police Department Policies and Procedures. To act as a liaison for victims with the criminal justice system and social service agencies available on a national, state and local level.

ESSENTIAL JOB FUNCTIONS: (Essential functions, as defined by the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

- 40% - Respond to crime scenes or other locations of victims in crisis situations to meet with the victims or victims’ survivors to provide crisis intervention and referral to appropriate social service agencies. In non-crisis situations, make contact with victims by telephone, in person, or by mail as appropriate in accordance with the Fort Pierce Police Department Victim Assistance Program.
- 10% - Provide the victim and/or other persons related to the victim with emotional and/or physical support in accordance with the Victim Assistance Program.
- 5% - Educate the victim when necessary on the workings of the criminal justice systems and provide victims with information that will help them in understanding their course their case may be taking.
- 10% - Perform case management in accordance with the Victim Assistance Program and to submit data and reports detailing work activities.
- 10% - Perform victim assistance program assignments and special projects as assigned by immediate supervisor.
- 15% - Review cases as directed by immediate supervisor.
- 5% - Serve as Fort Pierce Police Department liaisons with local, state and national victim service organizations as directed and approved by immediate supervisor.
- 5% - Assist in recruiting and training volunteers to work in the victim assistance program, as directed by immediate supervisor.
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MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of crisis intervention techniques.
- Knowledge of grieving process techniques.
- Ability to be proficient in active listening skills.
- Ability to communicate effectively verbally and in writing. (Case Management)
- Ability to establish and maintain effective working relationships with others.
- Ability to concentrate on projects.
- Ability to maintain a high level of motivation and innovation.
- Willingness to work long hours and unusual hours.
- Ability to maintain high ethics.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to lift and carry up to 20 pounds.
- Ability to multitask and handle stressful busy periods.
- Ability to effectively communicate directions and ideas.
- Ability to use a PC to enter and retrieve data.
- Ability to sit at a desk and view a computer screen for extended periods of time.

EDUCATION AND EXPERIENCE:

PREFERRED:

- Ability to use a PC to enter and retrieve data.
- Bachelor’s Degree in Criminal Justice or related field.
- Prior experience in Victim Assistance/Advocate field.
- Experience working in the Criminal Justice System or one of the local, state and/or federal social services agencies available to crime victims.

REQUIRED:

- Associates Degree in Criminal Justice or a related field, or a high school graduate or GED with two years’ work experience in providing direct victim services.
- Must attend and complete a Victim Assistance training course prior to or within six (6) months after appointment.
- Possess a valid Florida Driver’s License.

LICENSES, CERTIFICATIONS, REGISTRATIONS:

- Valid Florida Driver’s License.

ENVIRONMENTAL CONDITIONS:

- Works inside.
Job Opening: Victim Assistant
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- Works outside in various weather conditions.
- Hazardous and stressful conditions.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

SUPERVISION RECEIVED:
Supervision is received from the Criminal Investigation Division Commander or designee.

SUPERVISION EXERCISED:
None

IF INTERESTED IN BEING CONSIDERED FOR THIS POSITION AND YOU MEET THE MINIMUM QUALIFICATIONS, PLEASE APPLY AT THE HUMAN RESOURCES DEPARTMENT AT 100 NORTH U.S. #1, FORT PIERCE, FL, OR YOU MAY DOWNLOAD AN APPLICATION ON THE CITY’S WEBSITE, cityoffortpierce.com ON OR BEFORE THE CLOSING DATE:

OPENING DATE: Tuesday, September 28, 2017

CLOSING DATE: Tuesday, October 10, 2017 -5:00 pm

THE CITY OF FORT PIERCE IS AN EQUAL OPPORTUNITY EMPLOYER