



# City of Tempe

## VICTIM ADVOCATE

### JOB CLASSIFICATION INFORMATION

|                                       |                |                                |                 |
|---------------------------------------|----------------|--------------------------------|-----------------|
| <i>Job Code:</i>                      | 619            | <i>Department</i>              | Human Services  |
| <i>Supervision Level:</i>             | Non-Supervisor | <i>State Retirement Group:</i> | ASRS            |
| <i>Status:</i>                        | Classified     | <i>Market Group:</i>           | Victim Advocate |
| <i>Safety Sensitive / Drug Screen</i> | Yes            | <i>Physical:</i>               | No              |

Click [here](#) for more job classification information including current salary range.

### REPORTING RELATIONSHIPS

Receives direction from the Sr. Social Services Coordinator, the Human Services Manager and other supervisory staff. May exercise functional and technical supervision over less experienced staff, Master-Level interns, and volunteers.

### MINIMUM QUALIFICATIONS

|                                 |   |
|---------------------------------|---|
| <i>Experience:</i>              | Requires one (1) year of experience working with victims of crime.  |
| <i>Education:</i>               | Bachelor’s degree from an accredited college or university in social work, criminal justice, psychology, or a degree related to the core function of this position.   |
| <i>License / Certification:</i> | <ul style="list-style-type: none"> <li>● Possession of a valid driver’s license.</li> <li>● Requires a certificate of completion, within six (6) months of hire, for the following: <ul style="list-style-type: none"> <li>- Basic Victims’ Rights Training;</li> <li>- Advanced Victims’ Rights Training; and</li> <li>- Basic Victim Assistance Academy.</li> </ul> </li> </ul> |

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values while providing trauma-informed and healing centered advocacy and support all individuals who have been impacted by crime.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Provide emotional support and case management to all victims of crime.
- Educate crime victim about the criminal justice system and investigative process; accompanies victims to court and law enforcement interviews; provides information on Victims' Rights and assists with the victim compensation and restitution process.
- Assist victims with obtaining Orders of Protection, Injunctions Against Harassment and with completing victim impact statements.
- Provide referrals to community agencies and coordinate follow-up services with other work groups and/or City departments, as needed.
- Coordinate services with the Tempe Police Department and Tempe Municipal Court.
- Provide court information and notify victims of any case update throughout the investigative process. Generates and mails follow up letters to victims.
- Facilitate nonclinical support groups for victims of crime.
- Assist with short- and long-term safety planning.
- Provide transportation to meet with police department, attend court, or for other crime related needs.
- May provide childcare while victim is in court or during their interviews with the police department.
- Maintain client database and compiles statistics for grant reporting.
- Perform other related duties as assigned.

## COMPETENCIES

| <i>CLASSIFICATION LEVEL</i> | <i>INCLUDES</i> | <i>COMPETENCIES</i>  |
|-----------------------------|-----------------|--|
| Foundational                | All Employees   | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory             | In Addition >   | Teamwork, Customer Service, Initiative, and Dependability / Reliability                              |
| Supervisory                 | In Addition >   | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others                   |
| Manager                     | In Addition >   | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring       |
| Deputy Director             | In Addition >   | Entrepreneurship and Networking  |
| Director                    | In Addition >   | Organizational Vision  |

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

|                                |
|--------------------------------|
| <b>JOB DESCRIPTION HISTORY</b> |
| <i>Effective February 2023</i> |

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: Victim Advocate**

**Job Code: 619**

| VEHICLE OPERATION                                       | YES | NO |
|---|-----|----|
| Will this position drive a City vehicle?                | X   |    |
| Will this vehicle require a Commercial Drivers License? |     | X  |

|  | Never      | Occas.        | Freq.          | Contin.         |
|--|------------|---------------|----------------|-----------------|
|  | 0% of time | 1-35% of time | 36-65% of time | 66-100% of time |

| ENDURANCE          |  |   |   |  |
|--------------------|--|---|---|--|
| Sit                |  |   | X |  |
| Stationary / Stand |  | X |   |  |
| Move / Traverse    |  | X |   |  |

| WORK WITH OR EXPOSURE TO THE FOLLOWING |   |  |  |   |
|--|---|--|--|---|
| Machinery*                             | X |  |  |   |
| Electrical*                            | X |  |  |   |
| Power Tools*                           | X |  |  |   |
| Hand Tools*                            | X |  |  |   |
| Personal Protective Equipment*         | X |  |  |   |
| Fumes                                  | X |  |  |   |
| Computer Software                      |   |  |  | X |
| Chemicals                              | X |  |  |   |

| ENVIRONMENT                |   |   |   |  |
|----------------------------|---|---|---|--|
| Indoors                    |   |   | X |  |
| Outdoors                   |   | X |   |  |
| Working in or around water | X |   |   |  |
| Extreme Heat               |   | X |   |  |
| Extreme Cold               |   | X |   |  |
| Office Setting             |   |   | X |  |
| Confined Spaces            | X |   |   |  |
| Excessive Noise**          | X |   |   |  |
| Heights                    | X |   |   |  |
| Sewage Exposure            | X |   |   |  |
| Bodily Fluid Exposure      | X |   |   |  |

| VISION REQUIREMENTS  | YES | NO |
|--|-----|----|
| <b>Close</b> (clear vision at 20 inches or less)   | X   |    |
| <b>Distance</b> (clear vision at 20 feet or more)  | X   |    |
| <b>Color</b> (ability to identify and distinguish colors)  |     | X  |
| <b>Depth Perception</b> (three-dimensional vision, ability to judge distances and spatial relationships)                                   |     | X  |
| <b>Peripheral</b> (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point) |     | X  |
| <b>Ability to adjust focus</b> (ability to adjust the eye to bring an object into sharp focus)   |     | X  |
| <b>No Special Vision Requirements</b>  |     | X  |

| Maximum LIFT / CARRY | Lift | Carry |
|----------------------|------|-------|
| 5-25lbs              | X    | X     |
| 26-50lbs             |      |       |
| 51-75lbs             |      |       |
| 76-100lbs            |      |       |

| Maximum PUSH / PULL | Push | Pull |
|---------------------|------|------|
| 5-25lbs             |      |      |
| 26-50lbs            |      |      |
| 51-75lbs            |      |      |
| 76-100lbs           |      |      |

| MOVEMENT                | YES | NO |
|-------------------------|-----|----|
| Bend / Stoop / Twist    | X   |    |
| Crouch / Squat          | X   |    |
| Kneel / Crawl           |     | X  |
| Above Shoulder Level    | X   |    |
| Below Shoulder Level    | X   |    |
| Repetitive Arm Use      | X   |    |
| Repetitive Wrist Use    | X   |    |
| Repetitive Hand Use     | X   |    |
| Climb Stairs / Ladders  |     | X  |
| Neck Range of Motion    |     | X  |
| Traverse Uneven Surface |     | X  |
| Traverse Even Surface   |     | X  |

| ADDITIONAL CONSIDERATIONS:                                  |
|---|
| - May require working extended hours.                       |
| - May work alone for extended periods of time.              |
| - Other mental attributes essential to this classification. |

| *DEFINITIONS/EXAMPLES   |
|---|
| <b>Machinery:</b> bucket truck, riding mowers, backhoe etc.   |
| <b>Electrical:</b> wiring, outlets, fuses etc.  |
| <b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.   |
| <b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.                                     |
| <b>Personal Protective Equipment:</b> respirators, Tyvek coveralls, hard hats, fall protection harness etc. |

**\*\* Hearing test is required**