

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PROGRAM COORDINATOR- VICTIM ASSISTANCE  
CLASS CODE: 5405

FLSA STATUS: NON-EXEMPT  
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 10/20/2014 (REVISED 02/01/2011 VERSION)  
DEPARTMENT: SHERIFF

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### **JOB SUMMARY**

Under general supervision of a Sergeant-Enforcement, coordinates the Utah County Sheriff's Office Victim Assistance Program including supervising program personnel and managing and writing grants.

### **ESSENTIAL FUNCTIONS**

Coordinates the Utah County Sheriff's Office Victim Assistance Program and assigned personnel; oversees recruiting and training of volunteers; coordinates schedules and assigns work; evaluates performance and conducts performance appraisals; conducts staff meetings as necessary.

Assists in making staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County Personnel Rules and Regulations.

Researches funding opportunities to support the program; coordinates and writes grant requests through local, state and federal sources; ensures accurate record keeping and documentation pertaining to grants such as monthly and quarterly reports, audits, and statistics.

Responds to hospitals, crime scenes, and other locations as requested by sworn Sheriff's Office personnel to assist primary and secondary victims with crisis needs and to provide emotional support; assesses victims' safety and other needs, informing them of available resources and acting as a liaison in obtaining services.

Assesses and reviews violent crime reports and ensures victims are contacted within established time frames.

Receives and assigns cases referred by Deputy Sheriffs and serves as a liaison between the victim, the referring deputy, and the attorney; educates each victim regarding the legal process and the rights afforded them under the law.

Assists victims in preparing and filing protective orders, stalking injunctions, and other legal forms.

Attends applicable court proceedings or ensures attendance of a volunteer, testifies as necessary, and coordinates transportation of witnesses and/or victims and their families as needed.

Oversees and tracks case information, documents referrals and other actions, and writes reports on case progress; provides current address and phone number of victims to the Office of the County Attorney or Board of Pardons.

Coordinates with Juvenile Court, the Children's Justice Center, medical and mental health professionals, and other related persons or agencies regarding services provided to victims.

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### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Advanced Knowledge of:** the criminal justice process and victims' rights; community resources available to victims for shelter, treatment, education, legal assistance, and financial aid.

**Knowledge of:** training and supervisory techniques, Utah County Personnel Rules and Regulations, and Sheriff's Office Policies and Procedures.

**Skill in:** reading, writing, and basic math; word processing, spreadsheets and basic computer applications; using standard office equipment; filing, record keeping and record retrieval; writing and maintaining various grants.

**Ability to:** effectively motivate and supervise others; stay calm while working with people in crisis situations; communicate and interact with individuals from diverse social, economic, and ethnic backgrounds in a professional manner; maintain cooperative relationships with those contacted during the course of work activities; maintain confidentiality of sensitive records and information; work under minimal supervision.

### **PHYSICAL DEMANDS**

**Typically:** sits at a desk or table.

**Regularly:** walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail; drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is generally performed in an office or other environmentally controlled room, but occasionally requires field work which includes visiting crime scenes, victim's homes, and hospitals, etc. which may expose the incumbent to hostile or unknown circumstances. Incumbents are occasionally required to provide victim assistance outside of regular working hours.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in behavioral science, psychology, sociology, or a related field and three (3) years of work experience in crisis intervention, victim assistance, law enforcement, social services or other related field. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Selected applicants are subject to a background check.

### **LICENSING AND CERTIFICATION**

Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.