



ORANGEBURG COUNTY SHERIFF'S OFFICE



Job Description

Job Title:	Victims Advocate - Outreach	Position:	50770-50772
Rank:	N/A	Division:	Administration
Department(s):		Prepared by:	_____
Pay Grade:	R16	Date Prepared:	_____
Reports to:	Director of Victims' Services	Approved by:	_____
FLSA Status:	Non-Exempt	Date Approved:	_____

Job Summary

The Outreach Victims' Advocate primary responsibility will be to coordinate direct victim services for towns/municipalities that the Agency has contracted with throughout the county, provides assistance to victims and/or witnesses of crime, and attend and coordinate other such events that fall within the purview of the Orangeburg County Sheriff's Office Victims' Services Unit. This employee will specifically assist and support the Orangeburg County Sheriff's Office in providing the services required to the public under the South Carolina Victims' Bill of Rights to the Hispanic population. This employee will also be responsible to develop and implement a Hispanic Initiative for the Sheriff's Office with the assistance of the South Carolina Immigrant Victim Network. This employee will be directly responsible for maintaining the Volunteer Victims' Advocate program for high school students and as well as developing and coordinating training and follow up training for the Volunteer Victims' Advocates. This employee will directly assist the Director of Victim Services with the coordination and training of the Volunteer Victim Services Unit.

Essential Functions

- Assist in the proper training of officers with the Orangeburg County Sheriff's Office and other contracted agencies throughout, as well as the general public in the areas of victim notification of rights, services available under the amended law, courtroom procedures, due process and other aspects of the criminal justice system.
- Establish and maintain records of all assigned cases and victims accordingly.
- Implement crisis intervention, in addition to daily outreach services, to the citizens of Orangeburg County.
- Train and confer with other agencies in the areas of law enforcement, public assistance, medical agencies, etc.
- Prepare court testimony, evidence, and related official documents.
- Perform administrative duties: read, review, and enforce policies and procedures pertaining to duties within Victim Services.
- Read and review incident reports and initiate contact with victims as required.
- Prepare monthly, quarterly, and annual reports regarding Fine, Fees, and Assessment Funds from contracting towns and municipalities.
- Coordinate the drafting and signing of yearly contracts with contracting towns and municipalities.

- Coordinate visits to non-Sheriff's Office locations to discuss issues and review incident reports.
- Inspect and maintain office equipment used in the daily operations of the Victim Services Office.
- Provide a professional and personable office atmosphere, conducive to good community relations.
- Analyze and monitor victim statistics within the county in order to better assess the needs of the community.
- Develop safety and awareness brochures emphasizing the needs of the Hispanic community.
- Develop and implement strong community partnerships to aid in the awareness of Victims Services in the Hispanic community
- Coordinate and implement trainings to assist in the continual training of Volunteer Advocates
- Perform additional duties as requested.

General Qualifications

- 21 years of age minimum
- Valid SC driver's license
- Registered SC voter
- Resident of Orangeburg County (or willing to relocate upon an offer of employment)
- Fluent in the oral and written communication of the English language and Spanish language
- Clean criminal record: No Felony, serious misdemeanor, or convictions of any crime of moral turpitude.
- Good credit history.
- Good driving record: no DUI or DUS convictions.
- Must be able to pass the following: Intensive background investigation, written standards testing, medical physical examination, and polygraph testing.

Education

- High School Diploma or General Education Degree (GED).

Experience

- A minimum of one year of related experience or equivalent combination of education and experience.

Certificates, Licenses, Registrations

- Certified Victims Assistance Specialist
- NCIC Certification must be obtained during probationary period.
- Must be able to obtain such certifications or licenses as directed to remain current and proficient in field.

Language/ Mathematical/Reasoning Abilities

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- Ability to add, subtract, multiply, and divide in all units of measures, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Physical Demands

- Vision must be good or corrected to 20/20.
- Must work indoors and outdoors.
- Must be able to operate a computer keyboard.
- Must be able to work around moderate noise.