

DADE COUNTY, MISSOURI
VICTIMS OF CRIME ACT (VOCA)
VICTIM ADVOCATE POSITION

Job Description & Duties

Requirements: Bachelor's Degree in Social Science field, or equivalent experience in working with crime victims. Experience is preferred in the fields of case management, victimization issues, and the criminal justice system.

Scope: This full-time position is responsible for providing direct services to crime victims in the Dade County, Missouri, Prosecuting Attorney's office. The position will require outreach, liaison with local criminal justice entities, and collaboration with community resource providers.

Knowledge and Skills:

- Excellent written and verbal communication skills
- Thorough understanding of criminal justice system and ability to explain court procedures
- Collaborative approach for work within the community
- Skilled crisis responder and a demonstrated understanding of trauma
- Motivated self-starter
- Skilled in case management

Responsibilities:

1. Case Management

- Assist the Prosecuting Attorney's Office with case management services for crime victims
- Establish rapport through outreach telephone calls and/or with follow up letters to crime victims
- Provide victims with information on their rights as crime victims through written and oral explanation of those rights
- Advocate for victims with attorneys, judges, employers, landlords, social service agencies, and whoever is deemed necessary within the victims' cases
- Educate victims about the criminal justice system as it pertains to their case, as well as the Victim Advocate role in the system
- Escort victims to all court proceedings including but not limited to grand jury hearings, preliminary hearings, depositions, plea hearings, trials, and sentencing
- Assist victims in crisis with supportive listening and understanding of options and resources
- Provide assistance to victims, either in person or by phone, with victim impact statements, orders of protection, crime victim compensation applications, etc.
- Notify all victims whose cases are set for trial to assure awareness of the trial/plea date for opportunity to attend and participate in the process
- Provide for special arrangements needed by the victim while present in courts building
- Document all contacts and information pertinent to the progress of the case
- Provide direct services as listed, but not limited to, in the Missouri Department of Social Services Standards, all program standards and statutory requirements listed in RSMO 595.200-320, and adhere to the Professional Code of Ethics for Victim Service Providers
- Other duties as assigned

2. Community Collaboration:

- Positive working relationships with Prosecuting Attorneys' office
- Initiate contact and establish working relationships with existing community service providers in respective circuit
- Attend regular Multi-Disciplinary Team Meetings/CAC Case Reviews
- Establish and maintain a collaborative working relationship with the Missouri Office of Prosecution Services Statewide Victim Advocate Coordinator and VOCA Fiscal Officer

3. Maintain Administrative Paperwork:

- Complete monthly reimbursement documentation as required and on time
- Complete quarterly statistical documentation as required and on time
- Submit addition documentation as requested

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