



## NOTICE OF JOB OPENING City Victim Advocate

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**Posting Date:** November 16, 2023  
**Department:** Legal  
**Reports to:** City Attorney  
**Salary Range:** Up to \$21.23 per hour – Depending on Qualifications  
**Position Type:** Part Time – approximately 24 to 29 hours per week  
**How to Apply:** Applications available at [bountifulutah.gov](http://bountifulutah.gov) (City Application REQUIRED)  
**Send to:** Human Resources, 795 South Main Street, Bountiful, UT 84010  
**Email:** [jobs@bountiful.gov](mailto:jobs@bountiful.gov)  
**Deadline to Apply:** 5:00 p.m., November 30, 2023

### **Overview:**

The Victim Advocate is a part time contract employee who works under the direction of the Bountiful City Attorney.

### **Tasks:**

Assist victims and witnesses of all crime categories; assess needs, provide information, and make and provide appropriate referrals and services; act as a liaison for victims between law enforcement, prosecution, and other agencies; recruit, train, and supervise volunteers; and provide staff support related to assigned cases.

### **Knowledge, Skills and Other Characteristics:**

Provide crisis intervention for victims of violent crimes; provide needs assessment from information obtained through client intake documentation, client interview, and information gathered in the initial background histories; evaluate needs and make appropriate referrals for counseling, housing, shelter, legal assistance, and other services as needed.

Prepare grant applications, submit quarterly and annual reports to funding agencies; keep statistical records for grant reports; track and coordinate victim services budgets within the City Attorney's budget.

Assist victims in obtaining protective orders or civil stalking injunctions; assist in filing victim reparation forms, victim impact statements, medical release forms, and other documentation pertinent to cases.

Follow up on all assigned cases.

Attend appropriate court proceedings to support victims; make necessary arrangements for non-English speaking participants; accommodate hearing impaired and other disabilities; monitor court activity; inform victim/witness of court dates and any changes.

Recruit volunteers for the victim services program; schedule volunteers' shifts and assignments.

Develop and conduct volunteer training; develop incentives and recognition programs for volunteers; develop forms and necessary documents to maintain volunteers' personnel records.

Coordinate support efforts and information with local battered women shelters.

Manage assigned cases of victims and witnesses including detailed documentation and appropriate statistical database information; prepare grant applications.

Skill in operating modern office equipment including computer equipment and software; type at a speed of 50 wpm and enter data at a speed necessary for successful job performance; and ability to operate a motor vehicle safely.

Perform related duties and responsibilities as assigned.

### **Education and Experience:**

MINIMUM QUALIFICATIONS Bachelor's degree in Criminal Justice, Social Work or a closely related field required; Experience in writing and maintaining grants preferred; OR An equivalent combination of education or experience of increasingly responsible experience in providing direct services to victims or in a closely related field.

Must be able to pass a pre-employment drug test and criminal background check.