



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

VICTIMS' ADVOCATE I

Job Number: 20001897

Job Code: 98620V240316

Job Group: 9800 - LAW

Job Established: 04/16/1987

Job Revised: 03/16/2024

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs professional level work as an advocate for the rights of crime victims and witnesses during the investigation process; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

One year of experience in the field of criminal justice, crime victims' assistance, administration, or work dealing with the public, or a related field.

Substitute EDUCATION for EXPERIENCE:

A master's degree will substitute for the required experience.

Substitute EXPERIENCE for EDUCATION:

Additional experience in one of the above fields will substitute for the required education on a year-for-year basis. Current or prior military experience will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides services with information, presence, support, and advocacy services to crimes victims and witnesses under the Kentucky state crime victims' rights (Kentucky State Constitution section 26A in conjunction with KRS 421.500-421.575) during the investigation process. Provides crime victims and witnesses with information and services as soon as possible following criminal victimization regarding: availability of crime victims compensation, when applicable; community-based treatment programs; the criminal justice process as it involves the participation of the victim or witnesses; crime Victims' rights and notification of criminal justice events as it applies to the investigation process; and how to register to be notified when a person has been released from prison, jail, a juvenile detention facility, or a psychiatric or forensic facility, etc. Assists with victims' property held for evidentiary purposes, transition, and link to court-based victim advocates/Prosecutor's office upon entrance into the court systems. Provides intervention with employer, creditor, landlord, or academic Institution. Provides transportation to crimes victims and witnesses for investigative process and case needs. Participates in Multi-Disciplinary Teams meetings as victim advocate. Responds to scene for emotional support, presence, and services for crimes victims and witnesses as requested by sworn agency officer. Provides information and assistance to crime victims in filing a criminal report. Serves as Angel Initiative coordinator for assign post area. Provides assistance to help school administrators in registering and amending registration for Handle with Care (HWC) notifications. Provides assistance with victims' registration on Victim Information and Notification Everyday (VINE) automated notification system for offender status upon arrest and release. Advocates for crime victims and witnesses via state crime victims' rights, state laws, and federal laws. Provides crime victims and witnesses with information and understanding of the investigation and criminal justice process as crime victim participants in the investigation process, information and understanding of Crime Victims' rights, and notification of criminal justice events as it applies to the investigation process. Recruits and trains volunteers to work as victim advocates. Conducts training programs, public speaking engagements, and seminars for victim advocate volunteers. Answers hotline phone calls and other phone inquiries by providing support to victims of crime through empathetic listening and or making appropriate referrals. Coordinates the Corporate Solicitation Program of the Child Victims' Trust Fund (CVTF) and recruits volunteer solicitors on a statewide basis. Develops policies, procedures, and regulations for volunteer organizations to apply for grants from the Child Victims' Trust Fund. Reviews grant applications and recommends approval/disapproval to the director for submission to the Kentucky Child Sexual Abuse and Exploitation Prevention Board (KCSAEPB). Prepares monthly progress reports to the division director for inclusion in the division report and KCSAEP Board report. Attends all KCSAEP Board meetings and carry out activities of the board. Answers written correspondence and inquiries.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting. Occasional travel may be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.