

# **DAVIESS COUNTY FISCAL COURT**

## **Job Description**

**Job Title:** Advocate/Juvenile Drug Court Coordinator

**Department:** Crime Victim Assistance

**Reports To:** Daviess County Attorney

**FLSA Status:** Exempt

**Approved Date:** May 2021

### **Summary**

Administers the daily operations of the Juvenile Drug Court and the Victim Assistance office and supports crime victims from the point of victimization through the parole process.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned by County Attorney.

Provides information, criminal justice support and advocacy, emergency legal advocacy, crisis counseling, personal advocacy, information and referral (both in person and by telephone), complete emergency protective orders, information and assistance with filing victim compensation claims and follow-up services to both primary and secondary victims of domestic violence, robbery, child sexual and physical abuse and adult survivors of incest and child sexual abuse, rape, sexual assault, physical assault, surviving family and friends of homicide victims, burglary, terroristic threatening, harassment, wanton endangerment, and stalking.

Monitors crime victim compensations from time of filing through Board decision and collaborates with medical service providers and the Victim Compensation Board Office in securing information necessary to help ease the financial burden of victimization.

Assists in information regarding location and return of property and restitution payments.

Provides information and education to law enforcement officers in the area of sensitivity training to work toward meeting victim needs and establishing trust with the victims within the criminal justice system.

Offers collaborative assistance to the Spouse Abuse Shelter, Rape Victim Services and other victim service agencies in providing support and advocacy to victims of related abuse crimes.

Assists in providing transportation to victims to and from court hearings and court related appointments and hearings before the Parole Board, when necessary.

Networks with counseling agencies, the religious community, and medical service providers in assisting victims referred by victim assistance.

Works with agencies in the counties surrounding Daviess County by being available to provide services to these victims when requested.

Collaborates with Kentucky Victim Coalition, Kentucky's Voice for Crime Victims and other peer support groups in assisting crime victims.

Networks with the Daniel Pitino Shelter, the Boulware Center (both agencies providing services to the homeless) and Catholic Pastoral Center to secure no-cost and low-cost services to indigent victims.

Maintains an active volunteer program to be used to secure victim information from the prosecutors' offices, in particular the Daviess County Attorney-Criminal Division; to gather intake information from victims upon first contact; enter information into the Victim Tracking system, submit Child Sexual Abuse data to Frankfort, to make follow-up contact by telephone with victims in order to make them aware of assistance available to them in order to perform a needs assessment. Volunteers will be further utilized in the care of court advocacy.

Attend monthly Department Head meetings and Multidisciplinary team meetings for domestic violence cases and sexual abuse victims

Collaborate with Juvenile Court to obtain referrals, administer SASSI-A3 (drug/alcohol assessment) for eligibility into the program; maintain drug court testing logs, order testing supplies, communicate with drug court testers and company, crisis intervention outside of office hours, provide referrals for participants based upon individual needs, collaborate with CHFS, schools and others involved with participant prior to being ordered into Juvenile Drug Court, provide weekly status updates on each participant to Judge and Drug Court Team, attend weekly Juvenile Drug Court and staffing with team, attend training as needed or required.

Prepares annual VOCA grant submitted to Kentucky Justice Cabinet, quarterly reports to Justice Cabinet relative to VOCA grant, expense reports, purchase orders, yearly budget to Daviess County Fiscal Court.

### **Supervisory Responsibilities**

Directly supervises one employee. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Master's (preferred) or Bachelor's degree (B.A.) from four-year college or university; Certified Alcohol Drug Counselor required, and one to two years related experience and/or training; or equivalent combination of education and experience.

### **Language Skills**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision and distance vision.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.