



CITY OF BRIGHTON
invites applications for the position of:

Bilingual Victim Advocate Specialist

SALARY:	\$23.72 - \$32.73 Hourly \$49,337.60 - \$68,078.40 Annually
DEPARTMENT:	Police Department
DIVISION:	Investigations and Victim Advocates
OPENING DATE:	01/04/21
CLOSING DATE:	01/15/21 10:00 AM
JOB DESCRIPTION:	

Hiring Hourly/Salary range:
\$23.72 - \$25.14 Hourly
\$49,337.60 - \$52,297.86 Annually

Full Hourly/Salary range:
\$23.72 - \$32.73 Hourly
\$49,337.60 - \$68,078.40 Annually

DEFINITION

Provide on-scene crisis intervention, support and assistance for victims of crime in the City of Brighton and in Commerce City. This position must work well independently and with teams, while providing excellent, respectful customer service and human relations skills which support the City of Brighton's mission and values.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from Victim Services Coordinator; provides functional supervision to Victim Advocate Volunteers.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES:

Assists victims in understanding and coping with their situations and contacting pertinent parties such as friends, family, health care professionals, law enforcement officers or attorneys.

Provides a wide variety of case management services for victims of crime and personal tragedy. Reads and interprets police reports, assessing the needs of victims and their families and making recommendations.

Acts as liaison between victims and witnesses, law enforcement officers, prosecutors, social service agencies, and offices of the courts.

Provides victims/witnesses with information on Crime Victim's Rights, criminal justice processes and procedures; provides victims with factual updates during the investigation and criminal proceedings. Makes referrals to other agencies or organizations as warranted.

Assists victims or their families with victim compensation and financial assistance applications, appeals, restitution process or civil remedies.

Maintains statistical data for grant reporting; prepares reports documenting case management,

Researches and compiles lists of community resources and referrals available to victims.

Represents the City of Brighton on various boards, committees, and task forces as assigned.

Works extra hours as needed; on call is required.

Must be able to respond from time of call to location of incident within 30 minutes.

Performs other duties as needed and assigned.

QUALIFICATIONS:

Knowledge of:

State of Colorado criminal justice system.

State of Colorado Crime Victims' Rights Act.

Policies, procedures and goals of the City of Brighton and the City of Commerce City and their police departments.

Principles, practices, and techniques of crisis intervention.

Community services available to crime victims and ability to assist victims with appropriate resources.

Ability to:

Intervene in crises, assessing victims' needs and applying appropriate resources.

Provide victims with factual case updates.

Assist victims in applying for restitution, victim compensation, and other financial assistance.

Use a two-way radio.

Comprehend and apply standards and guidelines of victim advocacy including the national organization of victim assistance code of ethics and the Colorado state constitution for victim's rights.

Interpret, understand and apply applicable laws, statutes, ordinances, regulations, and policies.

Prepare reports documenting casework.

Use standard office equipment, computer equipment and software including word processing, data base management, spreadsheet applications and electronic mail.

Listen well and communicate effectively orally and in writing with various audiences.

Provide factual case updates to victims in an accurate and timely manner.

Establish and maintain effective working relationships with city employees, law enforcement agencies, courts, Department of Human Services, legal representatives and the general public.

EDUCATION AND EXPERIENCE

Bachelor's Degree in related field: two years' experience in victim advocacy Equivalent combinations of education and experience may be considered.

PHYSICAL REQUIREMENTS

Physical ability to perform essential job functions: while performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear, see and demonstrate manual dexterity. The employee is occasionally required to kneel, stoop, and perform light lifting, up to 20 lbs.

SPECIAL REQUIREMENTS

Possession of valid driver's license with safe driving record.

Bilingual in English/Spanish strongly preferred.

Ability to complete FEMA ICS 100 and IS 700 training within six (6) months of hire.

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