



City of Des Moines, Washington
JOB DESCRIPTION



DOMESTIC VIOLENCE VICTIM ADVOCATE

Extra-Hire Part-Time

Salary Grade: EH-5
FLSA Status: Non-exempt

Union Status: Non-represented
EEO Category: Professionals

Nature of Work

Under direct supervision of the City Attorney or designee, this position provides support and assistance to victims of violent crimes; assists in the prosecution of persons charged with domestic violence-related crimes; functions as liaison between victims and the criminal justice system, including police and the courts; locates and maintains contact with victims and witnesses; educates victims to court procedures and accompany them to court; provides counseling, crisis intervention, referrals to social service agencies, enhances public awareness of domestic violence issues, reviews relevant City code and state laws for updates; and proposes policies that could assist in the reduction of domestic violence.

Essential Functions

- Provides crisis intervention assistance to domestic violence victims, as well as victims of other related crimes, with high priority given to the safety of victims; assesses victim's long-term needs; and refers victim to appropriate community resources.
- Works with Prosecuting Attorney to prepare and develop domestic violence cases.
- Contacts witnesses to gather all relevant information pertaining to the case, and makes arrangements for their attendance at court hearings.
- Assesses and encourages victim's willingness to assist with prosecution, explains legal process to victim, assists in protective order paperwork, prepares victim for court appearances, and attends court as necessary to support victim and advocate on victim's behalf.
- Researches, compiles, and prepares reports for statistical data in an accurate and timely manner.
- Screens police reports, performs case preparation, and consults with the Prosecutor on filing and prosecutorial decisions.
- Obtains and provides information for pre-sentence reports.
- Conducts outreach to enhance public awareness of domestic violence issues
- Maintains cooperative and problem-solving attitude in dealings with other team agencies; maintains coordination with community advocates.
- Establishes and maintains cooperative, effective working relationships with coworkers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities*Knowledge of:*

- Criminal justice system, local community resources, field of domestic violence, and domestic violence problem-solving techniques and processes.
- Crisis intervention counseling and techniques.
- Correct English usage including grammar, spelling and vocabulary.
- Use of standard office equipment, including utilizing word processing and spreadsheet software, and peripheral equipment such as facsimile copiers and printers.
- Communication business practices including electronic, telephone or direct public contact.

Skill and Ability to:

- Effectively conduct directed interviews and obtain relevant information from persons in crises.
- Maintain cooperative and effective working relationships with co-workers and other agency staff and professionals.
- Coordinate varied demands and cope with stress and disturbing situations.
- Set priorities.
- Write clearly and effectively.
- Give clear, effective, and decisive oral presentations varied in settings, including courtroom.
- Exercise discretion and sound judgment in coordinating, organizing, prioritizing, and performing the work assigned.
- Follow directions, instructions and protocol in the course of duties assigned.
- Independently prioritize and solve problems related to deviations in work assigned in order to meet fixed or fluctuating deadlines and achieve work objectives.
- Utilize computers, databases and related software and automated equipment to produce reports, typing with sufficient speed and accuracy to accomplish assignments in a timely manner.
- Successfully perform the essential functions of the position.

Education and Experience Requirements

- Any combination equivalent to: graduation from high school with two years of experience in social services, human services, criminal justice or a related field, OR two years of progressively responsible experience in the legal system, with specialized knowledge in the area of advocacy for domestic violence or crisis/abuse treatment.
- Experience in counseling and crisis intervention techniques.
- Municipal government experience preferred.

Special Requirements

- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Work is performed primarily in an office setting.
- Exposure to individuals who may be distraught, violent, or abusive.
- Duties require frequent standing, walking, sitting, fingering, talking, reaching, grasping, hearing, handling, and repetitive motions of hands, wrists, and feet, frequent stooping and bending, and rare kneeling, feeling, and climbing. Incumbent may be exposed to noise from basic office equipment operation. Some lifting of light objects (less than 20 pounds) may be required.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2017, 2023.