



## City of Peoria HUMAN RESOURCES

### **Title:** Victim Assistance Coordinator

**FLSA STATUS:** Exempt from overtime under FLSA.

**SUPERVISION RECEIVED AND EXERCISED:**

Depending on assignment may receive direction from a Police Sergeant or Chief Assistant City Attorney

Depending on assignment, this classification may supervise.

**MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in any field or equivalent.
- **Experience:** Minimum of one year related experience. Requires a working knowledge of standard practices and procedures.
- **Licenses/Certifications/Special Requirements:** Valid Arizona Drivers License.

**PREFERRED/DESIRABLE QUALIFICATION(s):**

- Bachelor's of Arts Degree in Education or a Bachelor's of Science in Sociology, Psychology, Social Work, Health Services or Communication.
- Experience in a municipal or government setting.
- Previous supervisory experience.

**JOB SUMMARY**

The purpose of this position is to conduct program development and management for the Victim Advocacy program with the Peoria Police Department; manages and trains volunteers; works directly with victims, assisting with resources and services; responds to after-hour emergency calls.



**ESSENTIAL FUNCTIONS**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Coordinates and manages volunteers by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, and monitoring volunteer performance and development.
2	Manages and trains volunteers; recruits, interviews, selects, trains, and manages volunteers for position of Victim Advocate; schedules training dates and times; meets with volunteers; reviews policies and procedures.
3	Works directly with victims; assesses victim needs and assists with resources and services; conducts domestic violence support groups; escorts them to court or obtains shelter when necessary; assists victims with applying for victim compensation; acts as liaison for victims of crime by working with detectives and other agencies.
4	Develops and manages program; develops policies and procedures, and program specific information for brochures, website, and Peoria Channel 11. Writes grants and reports; meets with community organizations, the Human Resources Department and other internal departments; forms alliances with community agencies to enhance resources and information for victims of crime; attends police briefings.
5	Responds to emergency calls; provides after hours crisis intervention and resource information.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<p align="center"><b>Physical strength for this position is indicated below with “X”</b></p> <p align="center">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.</p>					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	X	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<p align="center"><b>Work Environment for this position is indicated below with “X”</b></p> <p align="center">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.</p>					
Office	X	Outdoors	Vehicle	X	Office and Field/Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	X	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	X	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, telephone, copier, scanner, fax machine, printers, mobile or smart phone and related software.

**PROTECTIVE EQUIPMENT REQUIRED:**

None required.