



**THURSTON COUNTY**  
invites applications for the position of:

## **Victim Advocate - 618CO**

**SALARY:** \$4,421.00 - \$5,880.00 Monthly

**OPENING DATE:** 02/21/23

**CLOSING DATE:** Continuous

### **SUMMARY OF DUTIES:**

**\*\*This employment opportunity will remain open until filled. The Thurston County Clerk's Office reserves the right to close the recruitment at any time. To ensure consideration for this position, please submit your application as soon as possible.\*\***

Thurston County Clerk's Office is seeking a **Victim Advocate** professional to join our team. The candidate in this position performs specialized counseling and referral functions in support of victims and/or witnesses. Works as part of a team to provide information, support, and referral to victims about justice system procedures. The Advocate identifies the need for and refers victims to community resources. Duties involve initiating contact with victims and/or witnesses, providing assistance and in-court support to victims, explaining court processes, participating in interviews, and potentially participating in case discussions.

Essential functions may include, but are not limited to, the following:

- Serves as the advocate assigned to a specific team, working with other members of the team to provide services to victims and/or witnesses. Maintains detailed notes and files. Works as a team with other advocates to prepare reports and statistics as they are needed and may prepare annual reports.
- Provides victim counseling and makes appropriate referrals. Interviews and assesses needs of victims and/or witnesses; determines needed community resources such as counseling and support groups and refers victims and/or witnesses, educates victims and/or witnesses about justice system procedures and court proceedings, and may educate victims and/or witnesses of relevant laws. Escorts victims to court and explains procedures and forms.
- Reviews completed cases by examining case records and reports. provides feedback and suggestions to other team members regarding case methodologies and procedures as they relate to victim services.
- Establishes and maintains working relationships with the community, human and social service agencies to which victims may be referred, and with other agencies in the criminal justice system.
- Makes presentations to community groups to educate and inform the public about the services to and the rights of victims.
- Recommends modifications to program objectives, policies, procedures and strategies to improve service quality. Keeps up-to-date on current trends and practices applicable to the area of assignment through continuing education (seminars, classes, meetings) and reading of applicable journals.
- Develops and monitors evolving safety plans for domestic violence victims by way of one-on-one coaching.
- Makes recommendations to the court as requested by the court.
- Trains other staff members and may serve in a lead role to other staff members.

- Conducts continual research as to what the best services are for domestic violence victims.
- May perform any of the Domestic Violence Liaison duties.

## **QUALIFICATIONS:**

- Bachelor's degree with major course work in justice administration, counseling, psychology, social sciences, or a related field. Three (3) years of experience interviewing and counseling clients involved in the justice system. Any combination of experience and training that would provide the required skills, knowledge, and abilities to perform the work will be considered.
- Thorough knowledge of laws and regulations related to victims' and/or witnesses' rights and the criminal justice and/or court system.
- Depending on assigned office, thorough knowledge of procedures of the Superior, District, Municipal and/or Juvenile Courts.
- Thorough knowledge of available community counseling resources and programs.
- Thorough knowledge of crisis intervention methods.
- Knowledge of the principles, techniques, and practices of interviewing and counseling.
- Knowledge of the dynamics of sexual and physical abuse.
- Ability to provide initial evaluation and counseling services to crime victims, assess people and situations accurately and adopt effective courses of action; and conduct interviews to accurately assess client needs.
- Ability to provide ongoing support services to crime victims, and interpret and apply applicable policies, procedures, laws and regulations.
- Ability to appear for scheduled work and complete assigned tasks within a reasonable period of time; communicate clearly, both orally and in writing; prepare reports, maintain detailed records and make presentations; analyze and evaluate investigative material; and make sound decisions on difficult and unusual cases.
- Ability to establish and maintain effective working relationships with victims, attorneys, law enforcement personnel, other agencies, co-workers, and the general public.
- Must be able to meet all traveling requirements of the position and maintain a current Washington State Driver's License or have requested and obtained an appropriate accommodation.

## **DESIRED SKILLS:**

- Knowledge of the principles of mental health evaluation and diagnostic techniques.
- Ability to effectively assess each child's developmental level and emotional state and to adapt interview techniques; accordingly, and sensitively relate to and establish an immediate rapport with children of varying ages, developmental, emotional, and socio-economic levels.
- Ability to establish and maintain effective working relationships with child victims and their families.

## **OTHER POSITION RELATED INFORMATION:**

### **Questions about this position?**

The contact person for this recruitment is **Tawni Sharp (360) 786-5743**

### **This position is:**

- Represented by a union

- Eligible for benefits
- Overtime eligible under the Fair Labor Standards Act (FLSA)

Items required for consideration:

- Application
- Resume
- Letter of Interest

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/thurstonwa>

Position #05R00107  
VICTIM ADVOCATE - 618CO  
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Thurston County  
3000 Pacific Ave SE  
Olympia, WA 98501

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