

## City of Nome – Nome Police Department Job Description

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Title: <b>Domestic Violence &amp; Sexual Assault Advocate</b>	Range/Salary: <b>12</b>
Department: <b>Nome Police Department</b>	Status: <b>NonExempt</b>
Reports to: <b>Chief of Police</b>	Original Date: <b>4-25-22</b>
Supervises: <b>None</b>	Revised Date(s): <b>4-25-22</b>

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### **SUMMARY:**

Under the supervision and guidance of the Chief of Police or his/her designee, perform complex domestic violence and sexual assault services to victims of crime. Knowledgeable about criminal, court, prosecutor processes. Review to understand and apply applicable laws, statutes, ordinances, regulations and policies. Ability to advocate for and manage sexual assault and domestic violence services program and evaluating and adapting programs to community needs. Excellent communication skills needed in working with victims, department personnel and community members. Provide support to Chief of Police and Investigating Officers.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

Thoroughly review, Calls for Service CFS reports on Domestic Violence DV (all degrees), Sexual Assaults SA (all degrees) to familiarize themselves with pertinent facts of each case and to be able to provide the appropriate victim assistance. Generate and maintain data log of activities and contacts; updating information in Records Management System RMS. Accurately and chronologically document all activities and relevant information in victim files.

Conduct research through internal drives/apps for court documents such as release conditions, court hearing dates, Alaska Court view for additional information on victim/suspect as well as court calendar for hearings, Vine link to determine custody status of suspect.

Become familiar with referral resources (DV/SA protective orders, Victims Crime Compensation Board VCCB, Office of Victim's Rights OVR, Bering Sea Women's Shelter BSWS, Behavioral Health Services BHS, Alaska Legal Services ALS, etc.) Assist with completing forms, applications if requested. Maintain and update resource contact information.

Conduct effective and thorough follow up contact with victims of crime to determine needs as well as their rights, status of their case, court dates, arrest and release dates; provide prosecutor's contact information to help find out additional resource in reference to case status; provide overview of how typical criminal case is handled (court terms as used in judicial system). Periodically contact victims to ensure they have received appropriate assistance. Conduct safety planning as needed.

Coordinate services with other agencies dealing with DV and SA, crisis intervention, prevention and provide technical assistance when needed. Help disseminate/coordinate training opportunities for personnel, officers, corrections, probation and parole.

Develop effective feedback mechanism with investigating officers to keep updated on case status

Departmental DV/SA booklets are provided to victims with information and resources. Order supplies when needed.

On regular and consistent basis, evaluate effectiveness of operations and facilitate any necessary changes

Seek out relevant training opportunities such as Crisis intervention, counseling and advocacy skills, and trauma-informed services, SART, Child and Family Maltreatment, Domestic Violence, Safety Planning.

### **STATISTICAL**

Monthly, include detailed data of activities (i.e. victim contacts, resources, letters, hand-outs/forms or applications) For Grant purposes, identify and obtain funds to initiate and expand needed projects in the department and community. Provide assistance in gathering data, program summary, and budget.

### **PUBLIC RELATIONS**

Moderate contact with the public in community relations. Frequent contact with allied agencies in the criminal justice system and with agencies concerned with the health and welfare of the public. Requires well developed communications skills in relating with the public and allied agencies.

Assist with special events, presentations and other community interaction opportunity related to victim advocacy.

Participate in local victim services organizations (Coalitions, SART, Sexual Assault Response Teams, MDT, Multi-Disciplinary Teams, Child Fatality Review Team, Youth Task Force, Regional Wellness Forum, (CAST), Community Alcohol Safety Team.

Help in coordinating member training in victim/witness rights and needs and the role law enforcement plays in addressing those rights and needs

Participate in local, regional and/or statewide victim services, organizations. Community outreach activities to raise awareness regarding victim's services. Coordinate with community to design and provide innovative DV/SA prevention efforts/training for organizations, businesses, and community groups.

Establish and maintain effective working relationships with Department employees, Law Enforcement, Courts, Legal Representatives, Peer Advocacy providers and general public.

**EDUCATION AND/OR EXPERIENCE:**

- High school diploma or equivalent.
- At least two years related experience required.
- Current DV-SA credentials or certification preferred.

**SUPERVISORY AUTHORITY:**

- None.

**PHYSICAL DEMANDS:**

The physical demands 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; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.

The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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. This position is full time, and employee may be required to work holidays, overtime, or report to work on short notice.

The noise level in the work environment is usually quiet with frequent interruptions.

<b>APPROVALS</b>			
Employee		Date	
Department Head		Date	

**Disclaimer**

*The information provided in this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.*