



## **VICTIM ADVOCATE**

### **Part-time**

Providing comprehensive services to victims and witnesses of all types of crime with particular emphasis on serious crimes against persons and property which may include, but are not limited to:

- 1.) Maintaining and complying with all necessary grant requirements;
  - Recipients must report certain narrative, statistical, and financial information regarding the use of their grant award(s) each year.
  - Seeking and assisting in the application of new grant opportunities.
  
- 2.) Performing advocate duties for victims within the criminal justice system and assisting with the request of rights for victims of crime. It is the responsibility of the victim/witness assistant to ensure that these rights are provided. Rights that are automatic and do not require further action include:
  - Being notified of rights as soon as practicable.
  - Having a personal representative or support person present.
  - Attending any open court proceeding.
  - Speaking at a release hearing or sentencing.
  - Promptly receiving restitution.
  - Protecting personal identifiers from the defendant.
  - Being able to obtain a copy of a transcript or recording of open court proceedings if one is already made.
  - Refusing to speak to an attorney or private investigator for the defendant.
  - Having access to information about early disposition programs, diversion, or formal accountability agreements.
  
- 3.) A victim has additional rights that become available upon request. It is the responsibility of the victim/witness assistant to inform the victim of available rights and comply with requests for services. The following rights may be requested:
  - To be informed in advance of any critical stage of the proceedings held in open court when the defendant will be present.
  - To obtain information about the conviction, sentence, imprisonment, criminal history and future release from physical custody of the criminal defendant or convicted criminal and equivalent information regarding the alleged youth offender or youth offender.

- To be consulted regarding plea negotiations involving any violent felony.
  - For the prosecuting attorney, at the prosecuting attorney's discretion, to assert and enforce your rights.
  - To be notified when the convicted person is released from prison or when a juvenile offender is released from a youth correctional facility.
  - For HIV testing of the defendant to be ordered if the crime involved the transmission of body fluids.
  - To limit distribution of information about and recordings of sexual conduct.
  - For the court to order no media television, photography, or recording equipment be allowed during certain offense proceedings.
  - To be involved in any ongoing court actions that happen after the conviction such as appeal, post-conviction or federal habeas proceedings.
- 4.) Develop community resources to assist victims of crime;
- Coordinate with community partners in collection of information and assist in the implementation of safety plans for victims.
- 5.) Assist victims in seeking Crime Victims Compensation benefits;
- The Oregon Crime Victim's Compensation Program works to ease the financial burden suffered by victims and their families. The victim/witness assistant will assist in seeking appropriate benefits in relation to:
    - Mental health counseling expenses
    - Medical and hospital expenses
    - Eyeglasses, hearing aids, dentures and other medically necessary devices and expenses
    - Rehabilitation expenses
    - Loss of earnings
    - Funeral expenses
    - Loss of financial support to dependents of homicide victims
    - Grief counseling expenses for relative of homicide victims
    - Counseling expenses for children who witness domestic violence
    - Counseling expenses for family members of an Oregon resident who is a victim of international terrorism
- 6.) Select, train and supervise volunteer and part-time victim assistants;
- 7.) Assist victims in participating in the Address Confidentiality Program (ACP);
- (ACP) is a free mail forwarding service to help survivors of domestic violence, sexual assault, trafficking, or stalking stay safe. Participants may use this address provided for delivery of mail, Oregon driver's licenses or ID cards, applying for and receiving child support, applying for a marriage license or enrolling their children in public school. Assist victim in obtaining a substitute address to be used in place of the address where they are living, when necessary or qualification requirements are met.
- 8.) Assist victims in recovering property damaged or stolen, and in obtaining restitution or compensation for medical and other expenses incurred as a result of a criminal act;
- Restitution is not the same things as Crime Victims' Compensation which is administered through the Oregon Department of Justice. Restitution is a sum

of money to help cover the cost of the damage the offender caused to the people they have harmed.

- 9.) Assist victims in obtaining the return of property held as evidence;
- 10.) Generally encourage and facilitate testimony by victims and witnesses to criminal conduct;
- 11.) Provide office support by answering phones, greeting the public, and any other duties as assigned.

### **EDUCATION and/ or EXPERIENCE**

A high school diploma or GED is required. Some college credits in a related field such as corrections, psychology, or social work, or some experience working in a related field with victims or witnesses is preferred.