



CITY OF OVERLAND PARK - POSITION DESCRIPTION

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| TITLE: | Victims Specialist - Law Enforcement | BAND/LEVEL: | PROF III |
| DEPARTMENT: | Police Department | JOB NO: | 5182 |
| DIVISION: | Investigations | DATE: | 11/13/2019 |
| REPORTS TO: | Police Major | FLSA STATUS: | Non-Exempt |
| FT/PT/SEASONAL: | Full-time/Temporary (Grant Funded) | COST CENTER: | 221 |
| REPLACES: | New Position | LAST REVISED DATE: | N/A |

JOB SUMMARY STATEMENT: This position works closely with the Police Department’s Investigations Division to respond to victims’ needs by applying a kind-hearted approach. They provide crisis stabilization and support services to crime victims, witnesses, survivors, and co-victims and assists with identified concerns resulting from victimization. They assess the psychosocial status of persons served, determines the types of referrals and services indicated, and coordinates the provisions of those referrals and services. Serves as a liaison with criminal justice professionals and community agency representatives, in order to address the rights of and access to processes and services for crime victims, witnesses, survivors, and co-victims.

DUTIES AND RESPONSIBILITIES:

1. Initiates contact with victims of violent crimes (primary) and other serious crimes.
2. Assists victims as they stabilize their lives after victimization.
3. Assist victims to understand and more effectively participate in the criminal justice system, and be informed of their rights as a victim of crime, and how to exercise those rights.
4. Responds to requests for assistance in cases involving death to offer support to the family of the deceased.
5. Provides support, education, assistance, and information to victims pertaining to the Criminal Justice System.
6. Provides community resource referrals, emergency shelter assistance, assists with completion of Victim Compensation application and Civil Protection Orders, and addresses other immediate needs.
7. Provides follow-up contact with crime victims to ensure all needs have been met, to include: answering any questions related to the Criminal Justice System, identifying their rights as crime victims, and identifying resources available to them.
8. Understands, upholds and assists in the education and exercise of victims’ rights per statutory and constitutional laws.
9. Provides training to the Police Department on The Victim’s Rights Act, as well as any changes that may occur.
10. Prepares and maintains statistical records. Records case file information and appropriate documentation in the identified system.
11. Serves as liaison with advocacy groups, clinical and other service providers, community outreach services, and law enforcement personnel.

12. Works the days and hours necessary to perform all assigned responsibilities and tasks. Is available (during and after normal business hours) to communicate with victims, supervisors, and any other persons or organization with whom interaction is required to accomplish work and employer goals.
13. Is punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines, beginning and ending assignments on time, and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's degree in the following field(s) of study: Crime Victim Advocacy, Criminal Justice Administration, Criminology, Social or Behavioral Sciences, Psychology, Social Work or other related fields.
- **Access to the Kansas Criminal Justice Information System (KCJIS) is required, so the following KCJIS requirements apply:**
 - Must be at least 18 years of age.
 - Must have not been convicted of a felony or serious misdemeanor.
- Must possess an appropriate, valid driver's license.
- Must maintain an insurable driving record.
- Must successfully pass a polygraph exam and police background check prior to employment.

EXPERIENCE:

- Three years of work experience in Victim Services or Victim Advocacy, or three years of Criminal Justice-related experience.

SKILLS:

- Good oral and written communication skills.
- Analytical skills, including research skills, ability to interpret data, ability to conceptualize, ability to analyze information, and ability to write formal recommendations based on findings.
- Good attention to detail.
- Computer software - database creation/maintenance skills, presentation skills and spreadsheet skills.
- Human relations/interpersonal skills.
- Public speaking/presentation skills.

MENTAL REQUIREMENTS:

- Ability to meet deadlines.
- Ability to exercise diplomacy and sound judgment.
- Ability to train and guide others.
- Ability to recognize and protect confidential information.
- Ability to prioritize multiple tasks.
- Ability to read and comprehend federal, state, and local policies and regulations.
- Ability to carry out assignments through oral and written instructions.
- Ability to work independently.
- Ability to analyze and recommend possible solutions.
- Ability to learn and understand PC software applications.

PHYSICAL REQUIREMENTS:

- Ability to make and receive phone calls.
- Ability to identify and distinguish colors.
- Ability to distinguish smells.
- Ability to operate City vehicles.
- Ability to work in confined spaces.
- Hand and eye coordination adequate to input computer.
- Ability to lift 10 lbs. and transport 15 feet.
- Ability to push/pull up to 10 lbs.
- Ability to stand.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.