

Initial Outreach Victim Advocate

Job Description

An Initial Outreach Victim Advocate should have, at a minimum, a high school diploma (or equivalent), possess good communication skills, and have some insight into the criminal justice system as well as a basic understanding of legal terminology. The Victim/Witness Assistance Program for the District Attorney's Office for the Lookout Mountain Judicial Circuit has one full time Initial Outreach Victim Advocate position. This advocate is assigned to work in all four counties within the Lookout Mountain Judicial Circuit with the primary focus being in the two larger counties.

The Initial Outreach Victim Advocate provides initial direct support services to victims within the circuit. Such services include, but are not limited to: Criminal Justice Support and Advocacy, Referral Services, Crime Victim's Compensation Assistance, Restitution Assistance, Notification Services and Court Accompaniment. The Initial Outreach Victim Advocate shall be primarily responsible for the rendition of services during the early/initial stages of the criminal justice process. At the conclusion of the aforementioned initial services, the victim will be transferred to the resident county Victim/ Witness Advocate for further and continued assistance as may be needed.

The Initial Outreach Victim Advocate provides information to victims regarding their rights in relation to the judicial process, with an emphasis on the early stages of said process. The Initial Outreach Victim Advocate serves as a resource to the victim and their family through the provision of counseling referrals and referrals for specialized services until such time as the victim is assigned to a Victim/Witness Advocate.

The Initial Outreach Victim Advocate is responsible for working in close coordination with local law enforcement to promptly obtain basic victim identification and contact information as well as information related to the crime and victimization. Information received is entered by the Initial Outreach Victim Advocate into a data tracking system in an effort to maintain accurate statistical data for inclusion in required statistical reports.

The Initial Outreach Victim Advocate, when needed and upon request, shall assist and perform the duties of the Victim/Witness Advocate, and the Post Adjudication Advocate.