Office of Human Resources
Victim Specialist - CA2671
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General Statement of Duties
Acts as an agent for the Victim Assistance Unit (VAU) of the Denver Police Department to provide crisis intervention, advocacy, information and referral to victims of and witnesses to crime, and stark misfortune (traumatic, non-crime-related death).

Distinguishing Characteristics
This class is distinguished from “Victim Advocate”, which provides advocacy, peer support and assistance to the victims, witnesses and survivors of violent and non violent crimes, assists with trial preparation, which is strictly court related and prosecution function in nature.

Guidelines, Difficulty and Decision-Making Level
Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent. Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion. Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received & Quality Review
Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance to policy.

Interpersonal Communication & Purpose
Contacts with the persons under stress or emergency conditions where an immediate service is rendered according to established procedures or instructions.

Level of Supervision Exercised
None

Essential Duties
Provides on-scene crisis intervention services to victims of and witnesses to crime and other survivors, including death and emergency notification.

Performs self-initiated or police-requested outreach, within specified time of the crime occurrence, to victims of a specific crime such as domestic violence or sexual assault and to victims of stark misfortune from authorized Denver Police Department (DPD) office or off-site locations.

Provides victim(s) and witness(s) with information about police investigations, departmental policy and procedure, and provides detectives with pertinent information.

Identifies victim(s), witness(s) and survivor needs and makes referrals to appropriate support services.
Trains new (VAU) After-Hours and permanent team members, educates community, service and support agencies in the Unit activities and procedures.

Provides on-going training and support throughout (DPD) related to victim rights and issues regarding victim(s) and available services.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

**Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.

**Customer Service** - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

**Oral Communication** - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

**Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

### Knowledge & Skills

Knowledge of teaching strategies and training techniques sufficient to be able to develop, plan and coordinate educational and training programs.

Knowledge of the Colorado Victim Rights Act (C.R.S. 24-4.1-301) including all requirements and procedures related to law enforcement responsibilities mandated in the statute.

Knowledge of the issues and problems related to domestic violence, sexual assault, or other more specific crimes sufficient to be able to advise and assist victims of these particular crimes.

Knowledge of the criminal justice system and its procedures sufficient to be able to assist and guide victims through the investigation and judicial process.

Skill in interviewing and observing victims to determine underlying problems, establish needed facts and make objective evaluations of crisis situation.

Skill in communicating clearly and concisely to elicit and/or present explanatory or interpretive information.

Skill in reacting calmly and effectively in emergency and stressful situations.

Skill in using community resources to make appropriate referrals by evaluating the victims’ needs and particular situation.

Skill in exercising initiative, judgement, and decision making in solving problems and meeting organizational objectives.

### Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.
## Experience Requirement
Two (2) years of paid or volunteer human services experience providing crisis intervention and/or victim related services to crime victims or victims of stark misfortune (traumatic, non-crime related death).

## Education & Experience Equivalency
Additional appropriate education may be substituted for the minimum experience requirements.

## Licensure & Certification
By position, requires a valid Driver’s License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

## Working Environment
Contact with victims, witnesses and family members under a wide variety of circumstances and locations that may be emotionally or physically challenging
Potential exposure to unpleasant elements (accidents, injuries and illness)
Subject to varying and unpredictable situations
Handles emergency or crisis situations
Subject to many interruptions
Makes home visits
Pressure due to multiple calls and inquiries
Hazards conditions where there is danger to life, body, and/or health.
Subject to traffic, roadways, and pedestrians.

## Level of Physical Demand
3-Medium (20-50 lbs.)

## Physical Demands
(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

- **Sitting:** remaining in the normal seated position.
- **Handling:** seizing, holding, grasping or otherwise working with hand(s)
- **Fingering:** picking, pinching, or otherwise working with fingers.
- **Talking:** expressing or exchanging ideas by means of spoken words.
- **Hearing:** perceiving the nature of sounds by the ear
- **Far Acuity:** ability to see clearly at 20 feet or more.
- **Near Acuity:** ability to see clearly at 20 inches or less.
- **Depth Perception:** ability to judge distance and space relationships.
- **Field of Vision:** ability to see peripherally.
- **Lifting:** raising or lowering objects weighing no more than 50 pounds, from one level to another.

## Background Check Requirement
- Criminal Check
- Employment Verification
- By position, Motor Vehicle Record

## Assessment Requirement
None
Probation Period

Six (6) months.

Class Detail

Pay Grade: A-616
FLSA Code: N
Management Level: 10
Established Date: 9/21/2018
Established By: Lori Schumann
Revised Date:
Revised By:
Class History: