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# Example of Victim Advocate Job Description

Our company is hiring for a victim advocate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for victim advocate

* Develop and implement an advocacy protocol, including providing support for survivors navigating campus and court investigation and judicial processes
* Participate in overall activities and mission of Health Promotion including the VOICE initiative in collaboration with the Women's Resource Center
* Orient and explain to victims, witnesses, and family members the court process and their rights throughout that process
* Court accompaniment for victims, witnesses and family members
* Crisis intervention for victims, witnesses, and family members who are in need as a result of their victimization
* Provide written and verbal notification to victims and witnesses regarding arrests, arraignments, pre-trial conferences, motions, hearings, grand jury appearances, trials, defaults, dispositions, restitution hearings, sentencing and appellate proceedings
* Provide formal and informal education and training to criminal justice and community agencies regarding victim rights and victim witness services
* Participate/ facilitate in community round tables
* Assists in the recruitment, selection and training of volunteer staff in Victim Services
* Assist with obtaining restraining orders, protection orders, and anti-harassment orders

## Qualifications for victim advocate

* Strong desire to work for the Department of Army
* This position requires a Secret security clearance
* This position requires the possession and maintenance of a valid state driver's license and the ability to operate a motor vehicle
* This position is designated as a Public Trust position and requires a Moderate Risk Background Investigation (MBI)
* This position requires applicants to pass a drug test prior to employment and be subject to random drug testing for the duration of employment
* This position may have occasional on-call requirements