

## Victim Advocate

**JOB SUMMARY:** Victim Advocate provides advocacy services, information and support to victims of crime.

Job duties include but are not limited to:

- Assist victims of crime in the Butler County Area I, Area II and Area III Courts.
- Provides ongoing advocacy to victims of crime throughout the judicial process.
- Is the liaison of communication between the victim, courts, law enforcement, prosecutor's office and community social services.
- Notifies victims of their rights in the State of Ohio, assist victims with restitution and other relief available to them and ensures that victims are informed and understand court proceedings during the prosecution process.
- Assist victims with filing petitions for civil domestic violence protection orders, civil stalking protection orders, and civil sexual assault protection orders.
- Maintains files and records consistent with established policy and procedures.
- Provides law enforcement trainings, community education and awareness; participates in domestic violence collaborations boards within Butler County.

**JOB TYPE:** Full-time

**STARTING SALARY:** \$21.00/hour, includes full-time benefit package

**FULL-TIME BENEFITS PACKAGE INCLUDES:** Ohio Public Employees Retirement System; Medical/dental, vision insurance; Humana Health Improvement Programs; Wellness Program with participation rewards; Deferred Compensation Retirement Plans; Supplemental Life, Disability and Critical Illness Insurance; 35k Lincoln Life insurance policy (free); Employee Assistance Program; Flexible Spending Accounts (including Dependent Care FSA); Paid vacation and sick leave; Annual step increases and additional incentive based wage increases available.

**HOURS:** Monday-Friday; 8:00-4:00P

Position requires a high school diploma or GED. Bachelor's degree in social work, psychology, or criminal justice and one (1) year experience working with crime victims, OR any equivalent combination of education and experience is required.

Applicants are subject to an extensive background investigation.

**CONTACT INFORMATION:** [hire@butlersheriff.org](mailto:hire@butlersheriff.org)