

**CLASS TITLE: SPECIAL VICTIMS UNIT VICTIM ADVOCATE**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision acts as site coordinator and is responsible for coordinating, supporting, and facilitation of the Sexual Assault Kit Initiative (SAKI) grant, and working directly with sexual assault victims as a liaison between law enforcement and the victims; and other related assigned duties.

**ESSENTIAL TASKS:**

- Coordinates the SAKI grant and works directly with the SAKI National Training and Technical Assistance Program
- Researches, identifies and promotes best practices, works to create consistency among programs, and responsible for data collection and reporting
- Provides follow up to victims on assigned cases, crisis intervention, and advocacy
- Participates in the development and presentation of continuing education activities within the Sexual Assault Response Team (SART)
- Ensures the implementation of new policies and procedures for the SART
- Supports community education, public outreach and media coordination
- Exercises fiscal prudence, integrity, and oversight of public and private funds, including submission of timely fiscal and operational reports, adherence to appropriate policies
- Serves as a liaison between sexual assault victims and law enforcement agencies
- Maintains accurate records and periodic reports of activities for SAKI
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a master's degree in social work (MSW), and three (3) years of experience in advocacy, counseling and/or working on grants.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles in developing programs; considerable knowledge of public relations practices and writing techniques; considerable knowledge of interviewing and intervention techniques; knowledge of the state laws governing sexual assault; and knowledge of program administration. Ability to communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in stressful situations, which require a high degree of sensitivity, tact, and diplomacy. Skill in public speaking, adult instruction, and coordinated community response.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; color vision to interpret test results; occasional lifting and carrying up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, handling, feeling, and smelling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting. Position requires significant in-state travel and some out of state travel.

**Class Code: 1190**  
**EEO Code: E-02**  
**Pay Code: EX-44**

**Group: Clerical and Administrative**  
**Series: Personnel Management**

**Effective Date: January 9, 2019**