TITLE: VICTIM-WITNESS PROGRAM ASST COORDINATOR

DEPARTMENT: DISTRICT ATTORNEY’S OFFICE

DIVISION: FLSA: Non-Exempt

PREPARED BY: DATE: Feb. 2007

POSITION SUMMARY

This is responsible administrative, coordination and advocacy work in the implementation of the County's Victim Witness Assistance Program. Work involves administration of the program through victim advocacy, case tracking, referral sources, and coordination of County, State and community resources. This position supervises others in the program including employees, volunteers and interns. Work is performed under the general supervision of the Victim Witness Assistance Program Coordinator.

MAJOR DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performs all relative duties of Coordinator in the event the coordinator is unavailable.

Maintains detailed contact record and logs for statistical grants and expenditure reports.

Collect necessary documentation for grants and reports and submits in a timely manner to Coordinator.

Assists in the supervision of the work of Victim Witness Advocates.

Recruits, trains, and supervises volunteers and interns.

Assists in the filing of restitution for victims to include civil remedies.

Networks with local, state, and community services providers so as to serve as a resource and referral service for victims.

Provides services to victims and witnesses; makes initial contact with victim providing a variety of information on rights, and the criminal justice system.

Collaborate with other agencies and key personal to provide leadership in the field of victim services.
Provides guidance to victims or witnesses through the Criminal Justice System: Counsels victims prior to, during, and after the court experience. May visit victims or witnesses at home.

Provides important information about the status of victim’s court case by letter, phone or in person.

Provides assistance to victims in applying for and receiving compensation for medical bills, counseling expenses, lost wages and funeral expenses.

May escort victim to and from the court; provides support to victims in the courtroom.

Performs crisis counseling and personal advocacy, or refers victim to other professional resources.

Assists victims in completing Victim Impact Statements, and applications.

Performs crisis counseling and personal advocacy, or refers victim to other professional resources.

Plans and takes part in community awareness events; compiles awareness information; designs and distributes brochures and informational pieces.

Serves as liaison between the District Attorney’s Office and victims and witnesses.

**DESIRABLE QUALIFICATIONS**

**Education and Experience**

Bachelor’s degree in criminal justice, social work or related field.

Two years of experience in social work, advocacy or related criminal justice work.

**Certificates, Licenses and Registrations**

Georgia driver’s license and satisfactory motor vehicle record (MVR).

**Knowledge, Skills and Abilities**

Good knowledge of the criminal justice system and legal terminology.
Good knowledge of social service related work including counseling, child development, and psychology.

Skill in the use of personal computers and related software.

Skill in counseling, empathizing and communicating clearly with victims.

Ability to be a victim's advocate before the public.

Ability to plan, organize and accomplish work with prescribed deadlines.

Ability to collect data and information relevant to advocacy services.

Ability to establish facts and draw valid conclusions.

Ability to write reports, policies, correspondence, informational pieces using both layman and professional vocabulary.

Ability to establish trust and openness within working relationships.

**OTHER REQUIREMENTS**

REQUIREMENTS INCLUDED IN THIS CLASS SPECIFICATION MAY BE SUBJECT TO MODIFICATION IN ORDER TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES WHO ARE OTHERWISE QUALIFIED TO PERFORM THE ESSENTIAL DUTIES OF THE JOB.

Approval:

__________________________________________
Department Director Date

__________________________________________
County Manager Date

I acknowledge receipt of this job description.

__________________________________________
Employee Signature Date