



JOB TITLE: Victim Witness

FLSA STATUS: Full-Time

DEPARTMENT: Commonwealth Attorney

SUMMARY OF JOB PURPOSE

Under direct supervision of the Commonwealth Attorney, the Victim & Witness Coordinator is responsible for providing guidance to victims who need assistance in recovering from an incident where the individual has been the recipient of an illegal act and/or was a witness to an illegal act.

JOB CONTENT

Responsibilities include but are not limited to: Assistance can take the form of imitating the processes to recover damages from the alleged perpetrator, insurance company, employers, etc. Assistance can be in the form of personal counseling and/or initiating the processes to have others provide guidance, Social Services, Legal Aid, Commonwealth Attorney's Office, etc. Assistance can be in the form of transporting victims to court appearances or attendance with the victim and/or witness at legal proceedings. Providing direct services to victims and witnesses of crime, seeking to reduce the trauma of victimization, participating in the criminal justice system, apprising victims of their rights and explaining the criminal justice system, assisting in obtaining orders of protection and jail notification of inmate releases.

EDUCATION / KNOWLEDGE / ACCEPTABLE EXPERIENCE

Experience and knowledge in criminal justice proceedings desired; prior experience that demonstrates the ability to communicate verbally and in writing with victims, attorneys and/or other court officials; establishments, etc; prior demonstrated experience that assures confidentiality of conversations and subject matters under review.

Ability to lift 30 pounds on continuous basis; physical ability to perform typical task under varying climate conditions and terrain; physical ability to access homes of victims in time of need with minimal need for temporary assistance possess a moderate degrees of computer skills; possess interpersonal skills and past performance history that demonstrates an ability to work as a team player; possess a valid Commonwealth of Virginia Driver's License

A 40-hour work week is Monday- Friday. In addition, the coordinator must be accessible after hours by phone and some time may be required after hours to assist victims.

The position is grant funded. Grant writing and file maintenance are needed skills.