

JOB DESCRIPTION

NORTHAMPTON COUNTY VICTIM WITNESS ADVOCATE

GENERAL STATEMENT OF JOB: Under general supervision of the Commonwealth's Attorney, explains of the criminal justice system and provides crisis intervention services and referrals for specialized counseling or social services to victims of and witnesses to crime. Employee must exercise considerable tact, courtesy, and discretion in frequent contact with program clients, criminal justice agencies, and the general public. Completes work within the framework and mandates of any grant funding this position.

ESSENTIAL JOB FUNCTIONS:

1. Provides crisis intervention services for victims of and witnesses to crime and offers referral to counseling or social services. Counsels victims about their options with respect to participating in the criminal justice process.
2. Assists victims, either directly or by referral, with services including: orders of protection from harm or threats of harm; preparation of safety plans; prompt return of property held for evidentiary purposes; and, crime prevention.
3. Assists the Commonwealth's Attorney in preparing witnesses for participation in trial proceedings through counseling, courtroom tours, accompaniment to court, and explanation of judicial proceedings in which they will be participating.
4. Provides victims and witnesses with information on any significant developments in the investigation and adjudication of the cases in which they are involved including: explanation of the steps in the criminal justice process and information on how to obtain the program's services; information about case disposition; employer intercession services to minimize loss of pay and to ensure that victims and witnesses will be able to cooperate with criminal justice system demands while minimizing unnecessary trips to court.
5. Provides written material and informs victims about compensation available to them as a result of their victimization and advises them on how to apply for it. Where appropriate, assists victims in completing applications for compensation, acts as liaison between victims and the Division of Crime Victim's Compensation, and provides follow-up on claims filed.
6. Provides written material about and an explanation of victim impact statements and assists victims in completing and filing victim impact statements.
7. Provides written material about restitution and advises victims of what they are entitled to under the restitution provisions of the Code of Virginia; if restitution is ordered, informs victims of that fact and monitors payments, as needed.
8. Arranges and/or provides escort or other transportation services related to the investigation or adjudication of the case, if necessary and advisable.

9. Coordinates and implements direct services to crime victims, such as: disseminating victim assistance materials; recommending written interagency service agreements; maintaining a directory of social services and community resources available to crime victims; and, attending relevant meetings as a program representative.
10. Establishes and maintains case files and other documentation to include any necessary grant related documentation that may fund and / or supplement this position.

JOB LOCATION AND CONDITIONS: Duties are performed primarily in an office setting. Operates standard office equipment to include telephone, computer keyboard, copy machine, typewriter, calculator, etc.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: General knowledge of the criminal justice system, both state and local. General knowledge of case management and crisis intervention techniques. General knowledge of programs administered through community human services agencies or volunteer groups. General knowledge of all grant application and reporting procedures. General knowledge of the literature, trends and developments in the fields of human service administration. Ability to assist clients and make referrals following assessments. Ability to interpret and explain policies and procedures. Ability to work effectively with people. Ability to communicate effectively, both orally and in writing.

EDUCATION AND EXPERIENCE: Bachelor's degree with major course work in social work, criminal justice or a related human services environment is desirable. Minimum requirement of a high school diploma/GED, plus college courses in criminal justice, sociology, or a related field or any equivalent combination of training and experience. Requires a valid driver's license and a driving record that is in compliance with Northampton County standards.

Special Requirements: May be required to work a flexible schedule that varies weekly.