

## **COUNTY OF BRUNSWICK**

### **POSITION: VICTIM/WITNESS ADVOCATE**

#### **GENERAL DESCRIPTION OF DUTIES**

Under the general supervision of the Victim Witness Director, the Victim Advocate performs crisis intervention, advocacy and case management duties for victims of crime. The position is housed in the Office of the Commonwealth's Attorney and works closely with all units of law enforcement, court personnel, state agencies and other human service delivery organizations. This position provides criminal justice process and victims' rights information; sends out correspondence to victims at various stages of the criminal justice process; assists victims with filing claims with the State's Criminal Injuries Compensation Fund; assists victims with the submission of Victim Impact Statements and the development of Restitution Plans. The job involves providing court advocacy to crime victims, assessing needs, making referrals to other human service agencies and developing service plans. This position is also responsible for maintaining a variety of records and files pertaining to assigned cases and preparing reports. This position requires the ability to exercise independent judgment, discretion and initiative in ensuring the proper services are delivered to clients and the general public. In the absence of the director, this position will perform his/her duties. Performs related work as required.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

Provides advocacy, referrals and assistance to clients for an assigned case load.

Interviews clients and assesses client situations and need for services. Consults with Victim/Witness Director, law enforcement, court personnel, state agencies and other human service delivery organizations, and works with client to develop a service plan to meet client needs.

Assists the Victim/Witness Director in implementing the Victim/Witness Assistance program and its operation, which is designed to alleviate crime related trauma and encourage cooperation/participation in the criminal justice system.

Serves as client advocate for court and client rights by meeting with victims and witnesses to describe the legal process and their participation; to inform them of available services, confidentiality rights, protection, available compensation and related application procedures, etc.

Prepares witnesses for participation in trial proceedings; accompanies witnesses and victims to court. Arranges for transportation and lodging as needed.

Provides services to victims and witnesses (directly and through referrals) to include crisis intervention, emergency assistance, etc. Maintains list of contacts and locations of support groups, human services agencies and other sources of support and assistance.

Performs a variety of administrative duties to include maintaining program records and database files.

Assists victims with enforcement of court ordered restitution including the requesting of Show Cause when necessary.

Establishes and maintains effective working relationships with law enforcement, court personnel, state agencies and other human service/community agencies and resources.

Assists the director with preparation of a variety of reports on the progress, accomplishments, participation, etc. of the program and its services.

Works as part of a multi-disciplinary team with other community agencies and community citizen groups, including the courts.

Serves on community task forces to address specific problems.

### **MARGINAL FUNCTIONS**

Performs a variety of clerical and administrative functions in support of assigned duties and caseload management.

Maintains knowledge of newly established policies, procedures, rules, regulations, and laws.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in criminal justice, social work or a related field preferred but not required; However, a minimum of 2 years of experience in a professional office setting is required. A working knowledge of the criminal justice system and advocacy training/experience preferred.

### **SPECIAL REQUIREMENT**

Must possess a valid driver's license.

Preference will be given to individuals who have the ability to converse and write in both the English and Spanish languages.