



GLOUCESTER COUNTY
invites applications for the position of:

Victim Witness Advocate

SALARY: 14.73 Hourly

OPENING DATE: 1/22/2019

CLOSING DATE: Continuous

DESCRIPTION:

PART-TIME GRANT FUNDED POSITION
(20 hours per week)

This position is open until filled; review of applications will begin immediately.

Under general supervision, explains complexities of the criminal justice system and provides crisis intervention services and referrals for specialized counseling or social services to women who have been victims of crime. Provides information and direction in applying for services available, including benefits from the Criminal Injuries Compensation Fund. Employee must exercise considerable tact, courtesy and discretion in frequent contact with program clients, criminal justice agencies and the general public. Reports to Victim Witness Coordinator and the Commonwealth's Attorney.

Examples of Duties

1. Provides crisis intervention services for victims of rape, sexual assault or domestic violence 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: protection from harm or threats of harm; repair of doors and locks, etc.; prompt return of property held for evidentiary purposes; and, crime prevention.
3. Prepares witnesses for participation in trial proceedings through counseling, courtroom tours, and accompaniment to court, and explanation of judicial proceedings in which they will be participating.
4. Provides victims 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 will be able to cooperate with criminal justice system demands; and, development and implementation of an "on-call" system to minimize unnecessary trips to court.
5. Provides written material about and an explanation of victim impact statements and assists victims in completing and filing victim impact statements.
6. 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.



GLOUCESTER COUNTY
invites applications for the position of:

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.
11. Maintains all policies and procedures set forth by the Commonwealth's Attorney including, but not limited to, a Statement of Appointment, Policy of Confidentiality and Social Media Policy.
12. Performs other duties as assigned.

Qualifications

Graduation from high school plus college courses in criminal justice, sociology, or a related field, and at least one-year experience in direct delivery of human services; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

Special Requirements

This is a part-time 20 hour per week, grant funded position with no benefits. May be required to work a flexible schedule that varies weekly.

To be considered, your online application **must** include your cover letter and resume with a minimum of 3 professional references. (Note: Professional references are individuals who can attest to your job-related knowledge, skills and abilities while working or in a volunteer capacity and are not family or personally related. Professional references should include job title, company name and address, phone numbers and email address if available.)

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions.)

***These additional duties in a "Declared Emergency" do not apply if the position is solely funded by a grant or if it would jeopardize grant funding.

A complete job description is located on our website: www.gloucesterva.jobs.