



**GLOUCESTER COUNTY**  
invites applications for the position of:

## **Victim Witness Advocate**

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**SALARY:** \$34,000 Annually

**OPENING DATE:** 4/16/2019

**CLOSING DATE:** Open until Filled

**DESCRIPTION:**

**FULL-TIME GRANT FUNDED POSITION**

Under general supervision, explains complexities 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. Reports to the Victim Witness Coordinator and the Commonwealth's Attorney.

**Position is open until filled. Don't delay; review of applications begins immediately!**

**Examples of Duties**

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. Prepares 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.



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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:**

- Possession of a high school diploma/GED, plus college courses in criminal justice, sociology, or a related field.
- Minimum of one (1) year of experience in direct delivery of human services.

**SPECIAL REQUIREMENTS:**

- May be required to work a flexible schedule that varies weekly.
- A cover letter and resume are required in addition to the on-line application.

A minimum of 3 professional references must be listed on the application. (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, address, phone number(s) 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.](#))

For a complete job description and to apply online, visit our website at: [www.gloucesterva.jobs](http://www.gloucesterva.jobs).

*Gloucester County is an Equal Opportunity Employer*