



GLOUCESTER COUNTY
invites applications for the position of:

Victim Witness Advocate Part-Time

HOURLY: \$14.73

OPENING DATE: 7/26/2021

CLOSING DATE: Open Until Filled

Description:

The Victim/Witness Advocate 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 Victim Witness Coordinator and the Commonwealth's Attorney.

THIS IS A PART-TIME GRANT FUNDED POSITION.

Required Knowledge, Skills, and Abilities:

Must be adaptable to performing under stress and when confronted with persons acting under stress.

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.

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:

To be considered for this position, a completed application with a minimum of 3 professional references must be listed on application. A cover letter, current writing sample and resume must also be submitted with the online application for consideration.

For a complete job description and to apply online, visit our website at: www.gloucesterva.info.

Gloucester County is an Equal Opportunity Employer