

Victim Assistance Director – Internal Candidates Only May Apply

\$68,877 / year or higher DOQ + [Full-Time County Benefits](#).

James City County's Commonwealth's Attorney's Office seeks an individual to perform advanced program management functions, including staff supervision and grant administration. Performs advanced work providing crisis intervention and facilitating an understanding of the criminal justice system to victims and witnesses of crime, as well as assisting citizens involved in the criminal justice system with services available at the local, state, and national level.

Internal Candidates Only May Apply

Responsibilities:

- Supervises Assistant Director and team of Victim/Witness Advocates, to include recruitment and selection, performance evaluation, training, responsibility and task development, and assignment.
- Performs program management functions including writing and maintaining grants, program development, and budget development.
- Provides crisis intervention services, specialized counseling, or referral to such services; victims updates on investigation and case progression in the legal system; information on obtaining program services; information and guidance on compensation available to victims and victim impact statements.
- Prepares victims and witnesses for participation in trial proceedings through counseling, courtroom tours, accompaniment to court, and explanation of judicial proceedings in which they will be participating; arranges and/or provides escort or other transportation services related to the investigation or adjudication of the case.
- Facilitates payment by the Virginia Supreme Court of all reasonable costs associated with forensic medical examination of crime victims.
- 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.
- Establishes and supports coordinated efforts with law enforcement, social services, and other appropriate community organizations, to maximize community awareness, safety, protection, and response to crime; organizes and facilitates community outreach events and presentations.

Requirements:

- Any combination of education and experience equivalent to a Bachelor's degree in criminal justice, crisis intervention, social services, or related field; some experience in direct delivery of human services, with prior experience in victim services preferred.
- Must possess reliable transportation to work site(s).
- Knowledge of State and local criminal justice system; case management and crisis intervention techniques; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction preferred.
- Skill in use of computer software, especially Microsoft Office Suite.
- Ability to interpret and explain policies and procedures; communicate effectively, both orally and in writing; establish and maintain effective working relationships with other employees and the public.

[Click here](#) for full job description. Accepting application until 11:59PM EST on 02/09/2024. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.