

## Victim Advocate

\$45,704 / year or higher DOQ + [Full-Time County Benefits](#).

James City County's Commonwealth's Attorney's Office seeks an individual to perform reliable 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.

### Responsibilities:

- Provides crisis intervention services, specialized counseling or referral to such services; keeps victims updated 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; 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; attends 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.

### Requirements:

- Any combination of education and experience equivalent to a Bachelor's degree in criminal justice, social services, or related field required; some experience in direct delivery of human services, with prior experience in providing services to victims of domestic violence 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 filled. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>