

JOB DESCRIPTION

VICTIM/WITNE SS COORDINATOR

DEFINITION

The Victim/Witness and Juvenile Assistance Programs are maintained to provide basic victim services to victims of crime in Wayne County with the assistance of volunteers to carry out the necessary work.

The Victim/Witness Coordinator is responsible for the implementation of the budgets and future development of the Victim/Witness and Juvenile Assistance Programs.

The Victim/Witness Coordinator shall work with the District Attorney's Office, Probation Department and social service agencies to ensure victims' rights are being met.

The Victim/Witness Coordinator's work is performed under the direct supervision of the District Attorney.

EXAMPLES OF WORK PERFORMED

- *Attend Preliminary Hearings where there are victims and witnesses.
- *Provide general information (brochure) to victims and witnesses about the criminal or juvenile justice system, victim's rights, social service agencies and the services provided through the Victim/Witness or Juvenile Assistance Programs.
- *Keep victims and witnesses informed as to the status of their case through letters, phone calls or email.
- *Set up witness preps with the District Attorney or the Assistant District Attorney's when a case is going to trial.
- *Helping DA/ADA input victim/witness information in the PMS system to help with the printing and sending of Subpoenas. This is not funded by RASA or VOJO.
- * Sit with the District Attorney or the Assistant District Attorney's while they prep victims or witnesses for trial to help answer any questions or to provide support.
- *Ensure that all Victims/Witnesses show up for trial and sit with them to answer any questions they may have during the process.
- *Help Victims complete their victim impact statements to the judge. This may include typing the information out for them while they dictate it to me or helping them put their thoughts in a more understandable time line.
- *Help victims complete their financial impact worksheet in order to request restitution. This may include helping them get estimates on items, speaking with the state

police to see if anything has been returned and if not getting that returned back to the victim, or speaking to insurance company's.

*At the time of sentencing help victims do an oral impact statement if they wish to.

* Drafting restitution recommendations for the DA or ADA for approval. Once it's approved filing it with the court.

*Work with the Probation Office and Victims to make sure restitution is being paid.

*Offer information and assistance regarding Crime Victims Compensation when applicable.

*Filing Crime Victims Compensation Claims for victims online through the DAVE System.

*Forwarding all appropriate information that the DA's office has to CVC so they can process the claim as quickly as possible.

*Following up with victims to make sure they send any required documents to CVC when requested.

*Keep accurate records which reflect the types and extent of services offered and provided to victims and witnesses.

*Keeping accurate STOP grant statistics.

*Keeping accurate contact information for all victims, witnesses, and significant others to ensure that all notifications can be completed.

*Helping to enroll victims in PA Savin and giving out information regarding Savin.

*Enrolling victims in the Office of the Victim Advocate once an offender has been sentenced to State Prison.

*Notify Victims when a State Offender comes up parole and insure that they are registered with OVA.

* Help victims prepare and present an oral impact statement to the State Parole Board.

*Complete reports for the RASA and VOJO grant along with renewing the grants.

*Work to facilitate the criminal or juvenile justice system for victims and witnesses through employer intervention, transportation and child care services.

*Plan and organize the Victim/Witness and Juvenile Assistance Programs for Wayne County.

*Coordinate with other social service agencies to establish an effective program. and,

*Provide a system of support for the victims and witnesses of Wayne County.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

*Ability to type own reports, letters, etc.

- *Ability to organize a filing system and information referral system.
- *General knowledge of the criminal and juvenile justice systems and the specific operating systems in Wayne County.
- *Knowledge of social, economic and health problems and available resources as related to victims and witnesses in Wayne County.
- *Knowledge of program interpretation and implementation.
- *Ability to exercise judgement in determining program priorities to meet local needs.
- *Ability to communicate effectively, both orally and in writing, to groups of individuals of the community and to other agencies, and to display sensitivity to victims of crime.

MINIMUM EXPERIENCE AND TRAINING

- *Prefer applicant with College Degree in Social Work, Criminal Justice or related field, but a degree is not required.
- *Applicant must live in Wayne County.
- *Applicant must have reliable and available automobile.
- *Applicant must be available at all times, including weekends and holidays, when victims may need help.
- *Applicant must be a compassionate and calm individual with sufficient experience in life to understand human nature and human frailties in order to communicate with individuals who have been traumatized by crime.
- *The Victim/Witness Coordinator is required to attend a minimum of 10 hours of training per year which is sponsored by or approved by PCCD.