

VICTIM/WITNESS MANAGER

NATURE OF WORK

This is administrative work directing and coordinating the activities of the Victim/Witness unit.

Work involves directing and supervising the activities of subordinate personnel and volunteers; serving as liaison between the department and human service agencies involved with victims and witnesses; providing direct services to victims; and providing administrative direction on victim rights issues. Supervision is exercised over subordinate staff and volunteers. Supervision is received from the Assistant Chief of Police in the form of conferences, reports and results achieved.

EXAMPLES OF WORK PERFORMED

Provides direct services to victims to include assistance in filing for protection orders and victim compensation; accompanying victims to court and parole hearings; explaining the criminal justice system and services provided by the Victim/Witness unit.

Coordinates resources and efforts of the unit in cooperation with other agencies involved with the Criminal Justice System and Victim Services.

Maintains liaisons with service agencies for the purpose of referral; insures that all needed and appropriate contacts as defined by procedure are made with eligible victims.

Maintains knowledge of national and state legislation affecting victims and assists the Department in developing policy positions.

Maintains contact and involvement with appropriate Federal and State organizations for the purpose of advocating for victims.

Provides the media with appropriate materials for the purpose of enhancing victim programs and the advocacy of victim rights.

Researches and writes grants for additional staffing and programs to assist crime victims.

Supervises and develops programs to recruit and train volunteers.

Represents the department at meetings of various organizations involved in victim\witness issues.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of victim rights issues, new laws and programs.

Thorough knowledge of human service agencies providing services to victims of crime.

Thorough knowledge of grant writing procedures and requirements necessary to obtain funding for the program.

Ability to establish and maintain effective working relationships with co-workers, volunteers and other human service agencies.

Ability to deal sensitively with victims of violent crime, sexual assault, domestic violence, robbery, burglary, homicide, etc.

Ability to represent the department before a variety of organizations involved in victim/witness issues.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in criminal justice and considerable experience writing grants and working in the victim/witness field plus experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in criminal justice and experience writing grants and working in the victim/witness field plus some experience in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director

4/97

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