

VICTIM/WITNESS ASSISTANT

NATURE OF WORK

This is responsible work assisting in the activities of the Victim/Witness unit.

Work involves assisting in the supervision and training of volunteers and interns; providing direct services to victims; and meeting with various community organizations involved in crime victim issues. Supervision is received from the Victim/Witness Manager in the form of conferences, reports and results achieved. Supervision is exercised over volunteers and interns.

EXAMPLES OF WORK PERFORMED

Assists in providing direct services to victims in the following areas: completing documents for protection orders; accompanying to court hearings, trials and parole hearings; providing information related to compensation of medical expenses; assisting victim through the court process and protection order hearings.

Researches and develops training for victim advocates in victim rights legislation, victim issues, the criminal court process, the Domestic Violence Abuse Act, protection orders, post conviction process, victim's role, compensation, referral agencies, criminal and civil law.

Supervises interns and volunteers to ensure assigned tasks are completed

Makes presentations to civic organizations, schools, law enforcement agencies and service organizations; participates in various meetings on behalf of the Victim/Witness Manager.

Compiles and maintains statistics and correspondence required for grants, victim cases and the Police Department.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of victim rights issues and legislation affecting victims, victim rights and programs.

Knowledge of human service agencies providing services to victims of crime.

Ability to make presentations before a variety of organizations.

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, robber, burglary, homicide, etc.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent and experience working in the victim/witness field plus some supervisory experience.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent and some experience in the victim/witness field; 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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