

**COUNTY OF
BUCKINGHAM**

POSITION DESCRIPTION

JOB TITLE: Victim Witness Coordinator	LOCATION: Commonwealth's Attorney Office
IMMEDIATE SUPERVISOR: Commonwealth's Attorney	PAY - up to 40,000.00
	FLSA STATUS: Non-Exempt

GENERAL DEFINITION OF WORK:

Responsible for coordinating a program that provides comprehensive services to crime victims and witnesses in Buckingham County, Virginia in accordance with the Virginia Crime Victims' Rights Act.

ESSENTIAL FUNCTIONS:

- Provides information to crime victims about the court process in general and their cases specifically.
- Accompanies crime victims/witnesses to court proceedings
- Provides appropriate written resource materials to crime victims.
- Arranges meetings with Commonwealth's Attorney and crime victims to prepare for court.
- Accompanies crime victims during interview by law enforcement personnel, as appropriate
- Refers crime victims to community resources (counseling, Social Services, financial assistance, medical assistance)
- Provides emergency services on an on-call basis and accompanies police officers in delivering death notifications as needed.
- Offers crisis intervention.
- Assists victims in filing a claim with the Criminal Injuries Compensation Fund and provides follow up services to perfect their claims.
- Advises and assists victims with Victim Impact Statements.
- Advises victims of restitution provision of the Code of Virginia.
- Facilitates the return of property to crime victims once it is no longer needed for evidentiary purposes.
- Supervises volunteers, as needed.
- Supervises student interns.
- Oversees Victim/Witness grant, maintains necessary client and financial records and adheres to Department of Criminal Justice Services reporting requirements.
- Assists victims of family violence, stalking and serious bodily injury obtain protective orders.
- Accompanies crime victims to Magistrate to obtain warrants and emergency protective orders.
- Accompanies victims of sexual assault to the hospital for forensic examinations.
- Notifies crime victims of the release of offenders from incarceration.
- Notifies crime victims of appeals entered by defendants and provide information on the appeals process.
- Actively participates in local, state and national organizations.
Provides in-service training to police officers.
Offers educational programs to local agencies, civic organizations, businesses, churches on
- victimology, victims' rights and available services.

KNOWLEDGE, SKILLS AND ABILITIES:

Capabilities in: Case management; interpersonal sensitivity to people's emotional and psychological

condition and concerns; oral and written communications; client advocacy and encouragement, crisis management, counseling, and referrals; training and educating groups; use of personal computers; working independently and with groups. Ability to maintain confidentiality of information and security of records; ability to follow complex procedures. Skills in communicating clearly in both oral and written form. SPECIAL REQUIREMENTS A valid Commonwealth of Virginia driver's license.

EDUCATION AND EXPERIENCE:

Bachelor's degree in criminal justice, behavioral sciences or related fields; graduate study desirable but not necessary. Minimum of three years work experience. Skills must include the ability to communicate clearly in both oral and written form. Experience and/or knowledge of the Criminal Justice System is preferred. Experience in grant writing preferred.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

Some office work but mostly working with people. Meeting people in their homes, transporting them to meetings and court. Regular contact with victims, the Sheriff's Office, and the Virginia Department of State Police and the Commonwealth's Attorney staff, occasional contact with members of other agencies. Communications will often be difficult and stressful for victims and witnesses.

EVALUATION:

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.

Victim Witness Coordinator
07/01/2016

