**Victim Assistance Specialist Positions**

**Class Title** Victim Assistance Specialist

**Salary**$25.38 - $30.88 Hourly

**PURPOSE**

The Victim Assistance Specialist provides support to victims of crime through two Washington County departments; the District Attorney’s Office and the Department of Community Corrections. They provide advocacy, education, notice, and support to victims of felony and misdemeanor criminal cases prosecuted by the DA’s Office as well as post-conviction advocacy, safety planning and support to victims of crime through Community Corrections. They act as a liaison between the victim and law enforcement, prosecutors, and parole and probation, and other community resources.

**DISTINGUISHING CHARACTERISTICS**

The Victim Assistance Specialist is a single classification and not part of a series. The Victim Assistance Specialist is responsible for supporting victims through the prosecution of a criminal case and facilitating their participation in the criminal justice process. Incumbents assist with victims’ understanding and knowledge of the criminal justice system or probation and parole processes and guidelines, help victims assert and enforce their crime victim rights, and facilitate the preparation of restitution claims. Victim Assistance Specialists work in collaboration with prosecutors, other government agencies, and community partners to meet the needs of the victims and their families.

**SUPERVISION RECEIVED AND EXERCISED**

The Victim Assistance Specialist receives general supervision from assigned management or professional staff.  
   
The Victim Assistance Specialist does not supervise but may provide guidance or instruction to other advocates, volunteers, and interns engaged in functional activities.

**ESSENTIAL JOB DUTIES**

Duties may include:

1. Provides crisis intervention, support, information and/or advocacy, and safety planning in the aftermath of a crime; and makes victim referrals for counseling, support groups, and other services.
2. Educates victims about crime victim rights and criminal justice system processes and procedures, and the guidelines of probation, if applicable. Works with victims to assert and enforce those rights within the DA’s Office, to defense attorneys, and the court for the purpose of facilitating participation within the criminal justice system and promoting healing in the aftermath of a crime.
3. Helps victims identify and document financial losses for restitution; works closely with prosecutors to analyze and assess accurate claims for presentation to the court; and may set restitution hearings and testify in court.
4. Establishes and maintains contact with victims in relation to the status and disposition of the case; accompanies victims to court; and coordinates appearance in court or travels to court hearings when necessary.
5. Assists in creating a positive and supportive work environment; enforces a safe workplace; establishes a culture of teamwork and communication; creates a workplace that promotes the organizational values of workplace diversity, equity and inclusion and actively promotes an environment respectful of living and working in a multicultural society.
6. Serves as liaison between victims of crime and prosecuting attorneys, civil and defense attorneys, law enforcement officers, probation and parole officers, and other criminal justice partners. May also connect victims with other government agencies or community partners.
7. Establishes and maintains strong working relationships with community partners, government agencies, and other County departments to which victims may be referred.
8. Aligns duties and program activities with state and federal rules and regulations to maintain funding requirements.
9. Collects and enters post-conviction victim information, case notes, and demographics into a confidential database; maintains the integrity of the database; runs reports and offers insight on measured outcomes; and forwards appropriate information to the Probation/Parole Officer or Board of Post-Prison Supervision.
10. Maintains detailed case notes and statistical information, as required, for state reporting and continuity of services.
11. Works directly with employees, volunteers, and interns to provide mentoring and training.
12. Monitors victim-oriented legislation and best practice services development from other victim assistance organizations.
13. Makes presentations about victim advocacy to employees, volunteers, interns, local civic organizations, schools, and citizen groups as directed by management; represents the department and provides expertise in the area of victims’ services at various team, government, and community meetings; and participates in training and collaborative meetings with such groups and organizations to promote best practices, victim-oriented legislation, and new developments within the field.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

* Victim advocacy.
* The criminal justice system and the roles of the participants.
* Victim rights under Oregon law.
* The effect of trauma and appropriate response techniques.
* Dynamics of domestic and/or sexual violence.
* Criminal justice record systems.
* Appropriate community resources available for crime victims.

Skills to:

* Assist victims in crisis, either in person or over the phone, using crisis intervention techniques while maintaining composure and professionalism.
* Effectively summarize information for victims in person and in written form.
* Establish and maintain effective working relationships with crime victims, social service organizations, law enforcement, District Attorney staff, Probation and Parole, county staff, and other community groups.
* Operate computer office software and other office equipment to maintain accurate and complete records.
* Maintain a high degree of professionalism and confidentiality.

Ability to:

* Intervene with individuals in stressful situations and assess individual needs.
* Empathize and establish rapport with victims, communicate court procedures, and provide emotional support.
* Establish and maintain effective working relationship with deputy district attorneys and/or probation and parole officers.
* Investigate and document restitution claims.
* Communicate effectively both orally and in writing.
* Maintain accurate and complete records.
* Organize and conduct training sessions and workshops.

**INIMUM QUALIFICATIONS**

Education and Experience:  
  
A typical way to obtain the knowledge and abilities would be:

* An associate degree or equivalent in Criminal Justice, Corrections, Social Work, or related fields; and one (1) year of experience as an advocate in the justice system, probation, victim assistance, or other closely related areas serving vulnerable populations.

**OR**

* Three (3) years of work experience as an advocate in the justice system, probation, victim assistance, or other closely related areas serving vulnerable populations.

**ADDITIONAL LICENSES, CERTIFICATES, PHYSICAL ABILITIES AND SPECIALTY REQUIREMENTS**

* Possession of a Victim Service Professional certification within one (1) year of hire date (DA’s Office only).
* Must pass a comprehensive background investigation.
* Some positions may be required to pass a post-offer psychological assessment.
* May require oral and written fluency in another language.
* Some positions may be required to possess a valid driver's license and have an acceptable driving record per Washington County policy.

Source: Victim Assistance Specialist - Classification Specifications |.

https://www.governmentjobs.com/careers/cowashingtonor/classspecs/105397

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| |  |  |  | | --- | --- | --- | | Unified Government of Athens-Clarke County | **Victim Advocate/District Attorney**  Bargaining Unit: | Class Code: U336 |   UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY Revision Date: Feb 28, 2020 |
| |  |  |  | | --- | --- | --- | | **SALARY RANGE:** | | | | $37,269.00 Annually |  |  |   **PURPOSE & JOB RELATED REQUIREMENTS:**  **REPORTS TO:** Victim Assistance Coordinator  **FLSA STATUS:** Non-Exempt **CLASSIFICATION:** Non-Personnel System         **PAY GRADE:** 113 **SAFETY SENSITIVE:**  No    **Purpose of Job**   The purpose of this job is to perform administrative work functions and to provide information, support and referral services to victims of crime.  Duties and responsibilities include, but are not limited to, handling crisis calls; interviewing victims; acting as a liaison between victims, attorneys and the court system; providing referral resources, information and assistance; providing case status reports to victims; accompanying victims in court; recruiting/supervising volunteers, interns and community service workers; preparing reports, forms and other documentation; maintaining records; and performing additional tasks as assigned.    **Job Related Requirements**   May be required to work on religious holidays.  Regular and predictable attendance is required.  Must work cooperatively with others.   When requirements include vehicle operation, responsible for the safety, readiness and operation of the vehicle and must abide by ACC's safe driving policy.  **MINIMUM TRAINING & EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**  Associates Degree in criminal justice, psychology, sociology, political science or related field with two years of victim assistance program experience (or related) required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.    Must possess a valid driver's license.  **ESSENTIAL DUTIES, KNOWLEDGE SKILLS & ABILITIES:**  **The following duties are normal for this job.  These are not to be construed as exclusive or all-inclusive.  Other duties may be required and assigned.**   Acts as a liaison between victims of crime, attorneys and the court system.   Communicates with victims of crime by telephone, by mail or in person; interviews victims; notifies victims of case status throughout various stages of the court process.   Provides referral information to victims for other service agencies.   Accompanies victims to court for support and information purposes.   Sets up restitution and failure to pay restitution hearings.   Assists victims with victim compensation fund applications.   Attends/coordinates/corresponds with panelists, judges, and probation departments.   Recruits, trains, and supervises volunteers, interns, and community service workers.   Prepares grant/funding proposals; prepares grant statistical reports to meet grant requirements.   Prepares and/or generates routine correspondence, letters, memoranda, forms, reports, logs and other documents via computer and/or typewriter.   Maintains logs of unit activities (e.g., incoming/outgoing calls; incoming visitors; outgoing correspondence; etc.).   Maintains computerized data file of biographical statistics on all victims assisted by the program.   Organizes, manages, and maintains victim case files.   Prepares defendant case files with appropriate victim information; obtains prior police reports for case files of current defendants.   Prepares departmental files; maintains file system of departmental records.   Receives, opens and reviews incoming mail; prepares outgoing mail; processes returned mail.   Copies and distributes correspondence, memoranda, reports and other related materials.   Answers the telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.   Responds to routine requests for information from officials, employees, members of the staff, the public or other individuals.   Communicates with other social service agencies to exchange information.   Performs other duties as required.     **Knowledge, Skills and Abilities**   Knowledge of the policies, procedures, and activities of the District Attorney's Office and the Victim-Witness Assistance Program as they pertain to the performance of duties relating to the position of Victim-Witness Advocate.  Knowledge of departmental procedures and methods as required in the performance of duties.    Knowledge of applicable Georgia laws, criminal court procedures, and county policies.    Knowledge and understanding of the physical, mental, and emotional impact of crime on victims.    Knowledge of the financial, professional, and mental health services available to victims of crime.    Knowledge of word processing, database, and/or other software programs relevant to the position.    Knowledge and ability to operate various machinery and equipment including a motor vehicle, computer, printer, typewriter, calculator, copy machine, and telephone.    Knowledge of the terminology used within the department.    Knowledge of grant regulations and requirements.    Ability to communicate effectively with supervisors and other staff members.    Ability to use independent judgment in routine and non-routine situations.    Ability to compile, organize, prepare and maintain an assortment of records, reports and information in an effective manner and according to departmental and/or governmental regulations.    Ability to plan, organize and/or prioritize daily assignments and work activities.    Ability to comprehend and apply regulations and procedures of the department.    Ability to perform mathematical calculations.    Ability to utilize and understand computer applications and techniques as necessary in the completion of daily assignments.   **ADA INFORMATION:**  **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED** **TO PERFORM ESSENTIAL JOB FUNCTIONS**  **PHYSICAL REQUIREMENTS:**  Must be physically able to operate a variety of machinery and equipment including a motor vehicle, computer, printer, typewriter, calculator, copy machine, and telephone.  Must be able to use body members to work, move or carry objects or materials.  This position requires:  walking, standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions.  Must be able to exert up to 10 pounds of force occasionally. Physical demand requirements are at levels of those for sedentary work.   **DATA CONCEPTION:**  Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.   **INTERPERSONAL COMMUNICATION:**  Requires the ability to hear, speak and/or signal people to convey or exchange information.  Includes giving/receiving assignments and/or directions to/from co-workers, assistants or supervisors.   **LANGUAGE ABILITY:**  Requires ability to read a variety of informational documentation, directions, instructions, methods and procedures.  Requires the ability to prepare letters, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.  Requires the ability to speak to people with poise, voice control, and confidence.   **INTELLIGENCE:**  Requires the ability to learn and understand relatively complex principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.   **VERBAL APTITUDE:**  Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions.  Must be able to communicate effectively and efficiently in a variety of administrative, legal and professional languages including counseling and law enforcement terminology.   **NUMERICAL APTITUDE:**  Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; interpret graphs.   **FORM/SPATIAL APTITUDE:**  Requires the ability to inspect items for proper length, width, and shape, visually with a variety of machinery and equipment including a motor vehicle, computer, printer, typewriter, calculator, copy machine, and telephone.   **MOTOR COORDINATION:**  Requires the ability to coordinate hands, fingers, and eyes accurately in using office equipment. Requires the ability to use the keyboard, lift, bend, push, and pull objects or materials using body parts as the position necessitates.   **MANUAL DEXTERITY:**  Requires the ability to handle a variety of items such as a motor vehicle, automated office equipment, and secretarial supplies.  Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities.  Must have minimal levels of eye/hand/foot coordination.   **COLOR DISCRIMINATION:**  May require the ability to differentiate between colors and shades of color.   **INTERPERSONAL TEMPERAMENT:**  Requires the ability to deal with people beyond giving and receiving instructions.  Must be adaptable to performing under considerable stress when confronted with an emergency.   **PHYSICAL COMMUNICATION:**  Requires the ability to talk and/or hear:  (Talking - expressing or exchanging ideas by means of spoken words).  (Hearing - perceiving nature of sounds by ear).  **ALL DEPARTMENT(S) USING THIS JOB DESCRIPTION:**  District Attorney |

**Advocate Supervisor (Parental Accountability Court) - 00000361**

**Georgia Department of Human Services**

**Atlanta, GA**

* Posted: March 16, 2022
* Full-Time

Full Job Description

Pay Grade: J- Salary: $52,101.41 Annually

(Salary Commensurate with Experience)

Current Georgia state government employees will be subject to State Personnel Board rule provisions.

Master's degree in Social Work from an accredited college or university AND One (1) year of experience in a lead/supervisory capacity OR Master's degree in any behavioral science from an accredited college or university AND Two (2) years case management experience OR Bachelor of Social Work degree from an accredited college or university AND Two (2) years case management experience OR Bachelor's degree in any behavioral science AND Three (3) years case management experience OR One (1) year of experience at lower level Social Svcs Spec 3 (SSP072) or position equivalent

**Gwinnett County Georgia**

**Victim's Witness Advocate**

* Case Status
* Counseling and support groups referrals
* Victim compensation information
* Restitution Information
* Property Return Assistance
* Court Escort
* Parole Notification
* Employer Intervention
* Courtroom setting orientation
* Privacy prior to court appearance
* Victim Impact Statement

[**Compensation Program**](http://crimevictimscomp.ga.gov/our-programs/victims-compensation/)

The State of Georgia has a program to assist victims of crime with crime related expenses. The program can help compensate victims for financial hardship (lost wages or loss of support), medical, mental health counseling and funeral expenses.

Victims who have been physically injured are eligible for compensation. Victims of violent crimes such as assault/battery, homicide, child abuse, sexual assault, domestic/family violence, and DUI crashes can be eligible.

There are certain requirements that must be met in order to be an eligible applicant. These requirements are statutory, some of which are listed below.

1. Victim must be an innocent victim of a violent crime (must have a physical injury).
2. Cannot pay for property loss or property crime.
3. The crime must be reported to a law enforcement agency within 72 hours of occurrence.
4. The victim or claimant must cooperate fully with law enforcement officials.
5. A Criminal History will be run on all victims.
6. Unless good cause is shown, applications must be submitted within one year of the incident.
7. Applications received two years after the crime cannot be considered for compensation.
8. The victim must not be the offender or any accomplice of the offender.
9. The victim must not have contributed to the offense.

For more information visit the [**Georgia Victim Compensation Program**](http://crimevictimscomp.ga.gov/our-programs/victims-compensation/).

Sources for Services:

[Georgia | State Support | Office for Victims of Crime](https://ovc.ojp.gov/states/georgia)

https://ovc.ojp.gov/states/georgia

Funds may also be used to address emerging needs, gaps in services, and training of victim service advocates. ... VOCA Victim Compensation formula grants provide ...

[CJCC CVCP - Crime Victims Compensation Program](https://crimevictimscomp.ga.gov/our-programs/victims-compensation/)

https://crimevictimscomp.ga.gov/our-programs/victims-compensation

REPORTING REQUIREMENTS AND FILING DEADLINES. The victim/witness must have reported the crime to the proper authorities within 72 hours of the crime, ...

**Note**: If a law enforcement agency fails to provide a victim with a copy (attached) of their rights they are subject to a fine of $5000.00. In one federal jurisdiction a Assistant Federal Prosecutor did not provide the witness with their right when they received threats for the charged individual who stabbed them. The Federal Prosecutor told the charged individual not to have any contact with the witness. The father filed suit and received a financial judgment.

**VIDEOS**

**What is the Crime Victims Fund?**

[**https://youtu.be/0sWgbUigNIE**](https://youtu.be/0sWgbUigNIE)

**What is the Office for Victims of Crime?**

[**https://youtu.be/mbnREmfQMN4**](https://youtu.be/mbnREmfQMN4)

**PUBLICATIONS:**

[**2018 NCVRW Resource Guide: Landmarks in Victims' Rights and ...**](https://www.google.com/url?client=internal-element-cse&cx=015849196504226064512:4mkc8veamow&q=https://ovc.ojp.gov/redirect-legacy/ncvrw2018/info_flyers/2018NCVRW_Landmarks_508.pdf&sa=U&ved=2ahUKEwinv43gy_H2AhWbpnIEHdBbARoQFnoECAMQAQ&usg=AOvVaw19MMf9n2L8U71vwW1lPr60)

**ovc.ojp.gov › redirect-legacy › ncvrw2018 › info\_flyers**

**File Format: PDF/Adobe Acrobat**

**on the history of crime victims' rights. “Landmarks in ... Craft “This Day in History” posts that are ... The World Society of Victimology is formed to.**

[First Response to Victims of Crime](https://www.google.com/url?client=internal-element-cse&cx=015849196504226064512:4mkc8veamow&q=https://ovc.ojp.gov/sites/g/files/xyckuh226/files/media/document/2010firstresponseguidebook.pdf&sa=U&ved=2ahUKEwinv43gy_H2AhWbpnIEHdBbARoQFnoECAYQAQ&usg=AOvVaw29FfoZD90koaclRACi8Qcx)

ovc.ojp.gov › sites › files › xyckuh226 › files › media › document

[](https://ovc.ojp.gov/sites/g/files/xyckuh226/files/media/document/2010firstresponseguidebook.pdf)

File Format: PDF/Adobe Acrobat

In 2000, the Office for Victims of Crime (OVC) published First. Response to Victims of Crime, a handbook for law enforcement officers to help them better ...

[Victims and **Victimology**: The Facts and the Rhetoric | Office of ...](https://www.ojp.gov/ncjrs/virtual-library/abstracts/victims-and-victimology-facts-and-rhetoric)

www.ojp.gov › ncjrs › abstracts › victims-and-victimology-facts-and-rhetoric

The paper traces the **history** of the young discipline of **victimology** and the transformation it underwent with the advent of victimization surveys. Abstract

[The History of the Crime Victims' Movement in the United States](https://www.ncjrs.gov/ovc_archives/ncvrw/2005/pg4c.html)

https://www.ncjrs.gov/ovc\_archives/ncvrw/2005/pg4c.html

The victims' movement surfaced the neglected issue of criminal violence against women, yet it was rape survivors and battered women who most commonly founded ...

[History of Victims' Rights in America](https://www.mdcrimevictims.org/legislative-efforts/history-victims-rights/)

https://www.mdcrimevictims.org/legislative-efforts/history-victims-rights

This is a historical overview of crime victims' rights in the United States. ... for the 21st Century & launches its homepage, www.ojp.usdoj.gov/ovc ...