

Job Description and Qualifications

Jefferson County Part-Time Victim Advocate

The Jefferson County Part-Time Victim Advocate will provide direct services to victims under the supervision of the Project Director and Victim Advocate #1. The job will be performed on a part-time basis at a maximum of 20 hours a week (80 hours a month), on a professional level, and will operate out of the Jefferson County Prosecutor's Office. The Part-time Advocate will be expected to perform with the same degree of commitment and competence as the other key justice system officials operating out of this office.

Responsibilities will include:

- Informing victims of their rights within the criminal justice system.
- Continually informing and updating victims as to the status of their case.
- Notifying victims of all important developments in their case.
- Educating victims and explaining the criminal justice process to them.
- Offering emotional support and referrals to supporting social services.
- Providing forms and assisting victims in the completion of applications to the West Virginia Crime Victims Compensation Fund and/or Forensic Examination Fund. Also checking on the status of individual claims as needed.
- Assisting victims in the preparation of written and/or verbal Victim Impact Statements.
- Accompanying victims to court proceedings in their cases.
- Assist with recruiting, training and supervising interns and/or volunteers.
- Preparing victims for testimony in court and helping them to be effective as witnesses by arranging informative meetings, providing informative materials, and conducting courtroom orientation while court is not in session.
- Informing and enlisting the support of key hospital personnel, law enforcement officials and school personnel on behalf of victims.
- Being available to sit in with victims during any consultations with the Prosecuting Attorney.
- Consulting victims regarding any plea negotiations in their case and communicating their feelings to the Prosecutor.
- Maintain necessary documentation files on victims.

Qualifications:

- Personable and able to work well with the public in general and people in distress in particular.
- Committed to the goal of serving the various needs of crime victims.
- Preference will be given to candidates with social science backgrounds.
- Computer literate.