

Sample Victim/Witness Position Descriptions

V/W Program Director

To reduce the trauma of victimization and encourage crime victims to cooperate with and participate in the criminal justice system by providing direct services including information and assistance required by the Crime Victim and Witness Rights Act. Position provides and ensures that staff provides, explanation of the complexities of the criminal justice system, specialized counseling or social services or referral to such services, and information and direction in applying for services available, including benefits from the Virginia Victims Fund. Additionally, position performs program management functions including program development, staff supervision, and budget development.

V/W Assistant Program Director

To reduce the trauma of victimization and encourage crime victims to cooperate with and participate in the criminal justice system by providing direct services including information and assistance required by the Crime Victim and Witness Rights Act. Position provides explanation of the complexities of the criminal justice system, specialized counseling or social services or referral to such services, and information and direction in applying for services available, including benefits from the Virginia Victims Fund. Additionally, position may perform program management functions, including staff supervision, and serves as program director in the director's absence.

V/W Program Assistant

To reduce the trauma of victimization and encourage crime victims to cooperate with and participate in the criminal justice system by providing direct services and clerical and other program support services essential to the delivery of direct services required by the Crime Victim and Witness Rights Act. Position provides written materials to victims and witnesses which explain how to obtain the program's services and summarize victim and witness rights. Position assists victims in completing victims' compensation applications. Position maintains 24-hour docket line; provides disposition information to victims and witnesses; provides information and assistance to facilitate notice of judicial proceedings and prisoner status. Additionally, position performs administrative activities including: drafting correspondence; maintaining client and program records; producing programmatic, statistical, and financial reports; and coordinating delivery of services.

Position Title	Knowledge Skills & Abilities	Special Licenses	Education or Training	Level and Type of Experience
V/W Program Director	<p>Considerable knowledge of the criminal justice system - state & local.</p> <p>Working knowledge of case management, counseling and crisis intervention techniques.</p> <p>Demonstrated ability to provide social services and assistance to clients and make referrals following assessments; to manage multiple assignments and deadlines; to interpret and explain policies and procedures; to work effectively with people; and to communicate effectively both orally and in writing.</p>	Virginia driver's license may be required.	Graduation from college or university with major course work in social science, criminal justice, or related field.	Experience which involves counseling; direct delivery of human services; involvement in court or legal services; or managing caseloads in a human service environment. Program management experience is preferred but not required.
V/W Program Assistant Director	<p>Working knowledge of the criminal justice system -- state/local.</p> <p>Working knowledge of case management; & crisis intervention techniques.</p> <p>Demonstrated ability to assist clients and make referrals following assessments; to interpret and explain policies and procedures; to work effectively with people; and to communicate effectively both orally and in writing</p>	Same as Above	Graduation from high school and completion of college level courses in social science, criminal justice, or related experience.	Some experience in direct delivery of human services.
V/W Program Assistant	<p>Some knowledge of the criminal justice system--state & local.</p> <p>Some knowledge of case management techniques.</p> <p>Demonstrated ability to work effectively with people; and to communicate effectively both orally and in writing.</p>	Same as Above	Graduation from high school	Some experience in delivery of human services.

Note: An equivalent combination of training and experience indicating possession of the preceding knowledge and abilities may substitute for education and experience.



Sample Victim/Witness Program Volunteer Job Description

JOB TITLE:

Volunteer Coordinator

GENERAL DESCRIPTION:

The Volunteer Coordinator provides professional staff support to victim/witness staff; provides information on the criminal justice process; provides referral services; manages crisis calls and contacts; conduct research on victim assistance; and collect and report data regarding victims of crimes. The Volunteer Coordinator may also be required to provide sound advocacy and courtroom assistance.

QUALIFICATIONS:

- The Volunteer Coordinator should have the following skills and experience:
- High school graduate and/or an equivalent combination of education and experience
- Good verbal and listening skills: the ability to communicate with and empower victims of all types of crimes
- Knowledge of victims rights and advocacy; as well as a knowledge of the VOCA funding guidelines and requirements
- The ability to work cooperatively with different types of personalities
- Knowledge and understanding of criminal justice issues and dynamics of individuals and families in crisis relating to various crimes against persons.

ACCOUNTABILITY:

The Volunteer Coordinator reports directly to the Victim/Witness Director, who is responsible for his/her performance evaluations.

OTHER DUTIES & RESPONSIBILITIES:

- Complete Victim/Witness volunteer training/orientation

- Assist in the recruiting, screening, interviewing and training of new volunteers
- Prepare and distribute required written materials and documentation as directed by Victim/Witness
- Help develop ongoing strategies for advocacy
- Review and distribute volunteer court reports; maintain case files in office
- Attend court hearings when possible and track court dates
- Provide assistance and consultation for victims as needed and when requested
- Assist in completion of volunteer/case stat sheets; enter data
- Attend staff meetings and assist in the evaluation of the program
- Attend in-service trainings and assist with coordination if requested
- Assist with victim witness appreciation/recognition events
- Provide office coverage as assigned by the Victim/Witness Director
- Complete work time sheets monthly
- Attend conferences/seminars/meetings as requested by the Victim/Witness Director
- Other duties as may be assigned by the executive director or the chair of the board