

**Description of Director or Assistant Victim Witness Director Position**

 Under the general supervision of the Victim Witness Director, the Assistant Director/Advocate performs crisis intervention, advocacy and case management duties for victims of crime. The position is housed in the Office of the Commonwealth’s Attorney and works closely with the SAMPLE Police Department, Court personnel, State agencies and other human service delivery organizations. This position provides criminal justice process and victims’ rights information; sends out correspondence to victims at various stages of the criminal justice process; assists victims with filing claims with the State’s Criminal Injuries Compensation Fund; assists victims with the submission of Victim Impact Statements and the development of Restitution Plans. The job involves providing court advocacy to crime victims, assessing needs, making referrals to other human service agencies and developing service plans.

 This position is also responsible for maintaining a variety of records and files pertaining to assigned cases and preparing reports. This position requires the ability to exercise independent judgment, discretion and initiative in ensuring the proper services are delivered to clients and the general public. In the absence of the director, this position will perform his/her duties.

The position requires a Bachelor’s degree from an accredited college or university with major course work in social work, criminal justice or a related human services environment, or any equivalent combination of training and experience.

 The program will seek to hire an individual who has the ability to converse and write in both the English and Spanish languages. The number of Hispanic victims has increased dramatically since this program was established in 2013. The program’s ability to provide required services to this population is greatly hampered by the inability to communicate; thus this group goes largely underserved.

 The addition of one part time advocate, especially if he or she is fluent in Spanish, will enable the program to more adequately meet the statutory requirements for Victim Witness Programs.