



PRINCE GEORGE COUNTY, VIRGINIA

July 2018

COORDINATOR II, VICTIM WITNESS PROGRAM

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult technical work assisting victims and witnesses; does related work as required. Work is performed under regular supervision.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning and coordinating crisis intervention services for victims and witnesses; responding to inquiries; reviewing incidents and reports; maintaining records and files.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Supervises Victim-Witness Assistant(s) and volunteer(s);
Answers telephone; assists callers or refers to appropriate authority for disposition;
Advises victims of case status and progress; informs victims of rights; provides explanation of restitution;
Maintains contact with and provides support to victims and/or family members throughout the criminal justice process;
Accompanies victims and witnesses to various court proceedings;
Refers victims to appropriate service support agency for assistance;
Assists in obtaining protective orders;
Initiates contact with victims and witnesses;
Disseminates appropriate forms to victims; helps victims complete forms;
Communicates and coordinates work with law enforcement agencies, other agencies and service providers;
Develops, coordinates, implements and evaluates direct services to crime victims;
Develops and disseminates victim assistance information;
Notifies victims of inmate release from custody;
Makes travel arrangements for out of area witnesses;
Develops and presents information to educate the public on issues relevant to the Victim-Witness Program;
Participates in community educational events;
Prepares and disseminates a variety of documents, reports, etc.;
Prepares grant proposal(s);
Prepares draft budget for County Administration;
Orders supplies and maintains inventory;
Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;
Must have a valid Virginia Driver's License;
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of interviewing techniques and human behavior; thorough knowledge of the practices and techniques involved in counseling and crisis intervention; general knowledge of modern principles and practices of the criminal justice system; ability to communicate effectively both orally and in writing; ability to prepare concise written reports; ability to establish and maintain effective working relationships with court officials, state and local law enforcement officials, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable law enforcement experience.