

FAYETTE COUNTY

VICTIM/WITNESS COORDINATOR

Position Description

Non-Exempt

OVERALL OBJECTIVE OF JOB

To provide advocacy, support and information to victims/witnesses of crimes within the County.

ESSENTIAL FUNCTIONS OF THE JOB

1. Acts as liaison between victims/witnesses and police, attorneys, courts and other agencies.
2. Establishes contact and provides advocacy to victims/witnesses.
3. Provides counseling, support, information as needed to victims/witnesses.
4. Provides transportation and/or accompanies clients to court hearings, medical services, child care, etc. as needed; assures presence at court proceedings.
5. Provides information to clients regarding criminal justice system and court proceedings.
6. Assists in arranging needed services for victims/witnesses and makes necessary referrals to outside agencies.
7. Travels occasionally to perform essential job duties.

OTHER DUTIES OF THE JOB

1. Attends meetings, training and seminars as required.
2. Performs other job related duties as required.

SUPERVISION RECEIVED

Receives occasional instruction and some supervision from Supervisor in regard to daily work duties.

July 27, 2015

VICTIM/WITNESS COORDINATOR

Position Description

SUPERVISION GIVEN

No direct supervision; however provides some technical instruction to clerk typist and to the general public.

WORKING CONDITIONS

1. Works indoors in limited work space with adequate lighting, and ventilation but with fluctuation in temperatures.
2. Works indoors with average exposure to noise, stress and disruptions.
3. Normal indoor exposure to dust/dirt.
4. Travels occasionally to meet with clients and other agencies.

PHYSICAL AND MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods during the workday, with occasional periods of bending, stooping and reaching to carry out job duties.
3. Requires simple dexterity of fingers, hands, arms, legs, torso necessary to carry out job duties.
4. Light work, with occasional lifting/carrying of objects weighing approximately 20 - 30 pounds, i.e. dockets, etc.
5. Must be able to pay close attention to details and concentrate on clients' needs and work duties.

Position Description

QUALIFICATIONS

A. EDUCATION/TRAINING

Bachelor's degree in Social Service, Criminal Justice or related field.

B. WORK EXPERIENCE

2-3 years work experience in related field; counseling and/or criminal justice experience required. Or any combination of required education and/or training.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
2. Must possess effective oral and written communication skills.
3. Must possess initiative, resourcefulness and problem-solving skills.
4. Must possess ability to function independently, have flexibility, and the ability to work effectively with clients, co-workers, agencies and others.
5. Must possess the ability to maintain confidentiality in regard to client information and records.
6. Must possess some technical knowledge of operating personal computers to carry out work duties.
7. Must possess a valid Pennsylvania Driver's License and a willingness to travel as needed.
8. Must possess some knowledge of the criminal justice system and court proceedings.
9. Must possess the knowledge of community agencies and resources and the ability to effectively interact with them.

In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

July 27, 2015