



Victim Witness Advocate 1

This posting is not a remote position.

This is a Domestic Violence Victim Witness Coordinator Position

JOB OBJECTIVE

Performs professional and technical duties involved in assisting victims of violent crimes by providing them with services, information, and support. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

- Provides clients with basic information about their rights, court processes, and court procedures.
- Initiates contact with victims or family members of a victim of violent crime once an arrest has been made or a decision has been made to prosecute a case.
- Prepares clients for the trial process or hearings in which they may need to testify. Conducts pre-trial meetings with clients and attorneys.
- Notifies clients of offender's release or escape.
- Obtains and maintains contact information and provides appropriate referrals.
- Informs clients of motions, court dates, hearings, and other information pertinent to their case.
- Provides clients with information about counseling resources, transitional housing and shelter information, and assists clients filing for Victim's Compensation.
- Processes Victim's Compensation claims with the State of Tennessee - Division of Claims.
- Works with Investigators to arrange transportation and services for victims/witnesses to court proceedings in General Sessions and Criminal Courts.
- Works with the prosecuting attorney to understand and incorporate the client's needs and abilities into the case.
- Educates the community on the court process, victim's rights, and the role of the District Attorney General's office.
- Keeps and maintains accurate records and caseload statistics. Acts as a crisis counselor when necessary.
- Performs other duties as necessary.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Employee receives limited supervision and guidance and reports to a designed supervisor, who reviews completed assignments and is consulted on unusual or complex matters.

WORKING ENVIRONMENT / PHYSICAL DEMANDS

Working conditions for this classification vary according to the program. In some programs, employees work in an office environment with typically regular and stable working hours. Other programs require employees to spend a significant amount of time working in the community. For such programs, working hours are generally determined by the service being provided and the needs of the service recipients. The work environment involves everyday risks or discomforts which require normal safety precautions.

There may be some walking, standing, bending, carrying of light items, etc. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS EDUCATION AND EXPERIENCE

1. Bachelor's Degree Required from an accredited college or university. Master's Degree preferred.
2. Preferred degrees in Social Work, Psychology or a related field.
3. **Fluent in Spanish** - Able to discuss legal terms and relay information to clients about the Criminal Justice System in Spanish.

PERFORMANCE STANDARDS

- Working knowledge of basic principles, methodologies and ethics involved in social work. Knowledge of counseling resources, organizational, and community resources.
- Knowledge of Victim's Compensation processing procedures. Knowledge of counseling and de-escalation techniques.
- Knowledge of a wide range of community resources and outside agencies and the services which they provide.
- May require knowledge of the Civil Service and departmental rules, policies and procedures. Ability to communicate effectively, both orally and in writing.
- Ability to keep accurate records.
- Ability to compile data and write detailed reports.
- Ability to accurately record information, case activity and case progress. Ability to establish and maintain effective working relationships.

- Ability to compile, evaluate and maintain accurate records and statistics. Ability to accurately record information, case activity and case progress. Skill in explaining program requirements and services to the public.
- Skill in gathering relevant and useful social information.
- Ability to multi-task, use trauma informed care in working with clients, and keep caseload/statistics

LICENSES REQUIRED

Valid "Class D" Driver's License may be required for some positions in this classification.

Please submit your resume to **DAApplicants@jisnashville.gov**