# Victim Witness Advocate 1

**This posting is <u>not</u> a remote position.**

## JOB OBJECTIVE

Performs professional and technical duties involved in assisting victims of domestic violence 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 of domestic violence once an arrest has been made.
- Prepares clients for the trial process or hearings in which they may need to testify.
- Notifies clients of offender's release.
- 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.
- 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.
- 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. Employees work in an office and courtroom environment with typically regular and stable working hours. The work environment involves everyday risks or discomforts which require normal safety precautions.

There will 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.
2. Preferred degrees in Criminal Justice, Social Work, Psychology or a related field.

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

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