



County of King William, Virginia
Est. 1702

NOTICE OF POSITION AVAILABILITY
VICTIM WITNESS PROGRAM ASSISTANT
COUNTY OF KING WILLIAM, VIRGINIA

The County of King William, Virginia is currently accepting applications for the above position until filled. The anticipated starting date for this position is on or after July 5, 2017. The Position Description for this position follows. The starting hourly wage range is \$13.85 - \$16.15 for this part-time position, depending on qualifications, experience.

Completed King William County Applications for Employment with resumes and professional references will be accepted through the closing date above. Questions concerning this position should be directed to Robin Bostic, Victim Witness Program Director, at 804-769-4159.

The County of King William, Virginia is an Equal Opportunity Employer.



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POSITION DESCRIPTION

Victim Witness Assistance Program Advocate

Grade N07

Department: Office of Commonwealth Attorney/Victim Witness Program

Approved: June, 2017

General Description of Duties

The Victim Witness Assistance Program Advocate is a part-time grant funded position providing crisis intervention, advocacy and case management duties for victim and/or witnesses of crime. This position will assist victims from the counties of King William and King & Queen, with travel between the two counties required. The position will work twenty-five (25) hours per week.

Essential Functions

- Monitor cases and provide victims with notification of court procedures, hearings, appeals, and prisoner status;
- Explain all aspects of the criminal justice process, the victim's role in it, counsel victims of their rights under the law as a victim, and assure confidently when needed;
- Accompany victims to court, provide assistance in applying for financial help through Crime Injuries Compensation Fund or other agencies, and provide referrals to agencies to assist the victim with counseling, medical needs, or personal safety;
- Coordinate efforts with the Sheriff's Department, the Commonwealth's Attorney, Judges, Probation & Parole Officers, Clerks of the Court, Social Services, State Police, and other agencies in assisting victims of crime;
- Establish and maintain records describing program activities and services provided in accordance with the Department of Criminal Justice Services, both written and electronic;
- 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.

Secondary Functions

- Distribute correspondence to victims at various stages of the criminal justice process;
- Assist victims with filing claims with the Virginia Victims Fund;
- Assist victims with the submission of Victim Impact Statements;
- Assist the victim with the development of Restitution Plans;
- Perform other related duties as assigned.

Minimum Education, Training & Experience

- This 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.
- Requires a minimum of one (1) year of experience in direct delivery of human services, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Preferred Training & Experience

- Thorough knowledge of the local and state criminal justice system.
- Working knowledge of the Client Information Management System (CIMS).
- Knowledge of crisis intervention techniques.

Other Position Requirements

- Must possess and maintain a valid Virginia driver's license and good driving record. (Job-related driving of personal vehicle and/or County fleet vehicle is required.)
- Proficiency with current Microsoft Office Suite software applications, especially Excel, PowerPoint, Publisher, Outlook, and Word, and use Adobe PDF or similar software.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work cooperatively with others and interact in a professional, pleasant and non-abrasive manner.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential and secondary functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or work station. Ability to take handwritten notes clearly, rapidly and accurately.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require advanced oral communications ability.

Environmental Factors: Tasks are regularly performed in a modern office environment without significant exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

King William County, Virginia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, King William County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

NOTE TO POSITION APPLICANTS: This Position Description is subject to further modification as current positions within King William County are assessed and in consideration of the experience and qualifications of the individual selected for the position.

This Position Description complies with Section 2-2 of the King William County Personnel Policies and Procedures Manual.