

Crime Victim Specialist



Job Description

This position assists law enforcement and the States Attorney's Office in identifying and responding to the needs of crime victims and witnesses, acts as a liaison between the prosecuting attorney and victims, attends court proceedings with or on behalf of crime victims, provides emotional support and referrals, advocates and assists victims in pursuing their rights.

Minimum Qualifications: Bachelor's degree in human service, criminal justice or related field. Typical hours for this position are Monday through Friday, 8:30 a.m. – 5:00 p.m.

Salary range: \$33,509-\$50,253 dependent on education and experience. Benefits include health, dental, vision and life insurance, retirement plan, annual and sick leave and holidays.

Supervised by: Pathways Toward Justice Program Coordinator

Responsibilities:

- Assist law enforcement and the States Attorney's Office in identifying and responding to the needs of crime victims and witnesses.
- Act as a liaison between the prosecuting attorney and victims and witnesses.
- Inform victims and witnesses of their rights under the law and assist them in pursuing those rights.
- Assist victims in understanding what they may be feeling after the victimization.
- Inform victims of criminal charges filed against a defendant and the procedural steps in the adult and juvenile criminal justice systems. This includes notification of hearings, cancellations and final dispositions.
- Attend court proceedings with or on behalf of crime victims.
- Inform victims of the outcome of the proceedings.
- Assist with witness preparation and courtroom orientation.
- Provide information and assistance with compensation options.
- Assist with victim impact statements, witness fees, property return and secure a safe waiting area.
- Inform victims and witnesses of appropriate counseling, treatment or support options including but not limited to domestic violence and rape crisis programs, crisis lines and social service agencies.
- Assess situations of personal injury and property crime victims and discuss appropriate options for intervention and safety.
- Maintain accurate, complete and timely records of all contacts with clients and other agencies according to established guidelines.
- Record and compile monthly statistics according to established guidelines.
- Serve on community and state-wide boards and committees as assigned.

- Assist with agency fundraisers as assigned.
- Other duties as assigned.

Expectations: The Crime Victim Specialist is expected to uphold the goals and philosophy of the Community Violence Intervention Center, Inc., to abide by the organization's policies and procedures and to perform all duties outlined in the job description in an ethical and professional manner. Additionally, the Crime Victim Specialist shall: maintain privacy and confidentiality of all information pertaining to agency clients, staff, volunteers, and shelter; possess a sensitivity to clients' needs and situations and portray a behavior consistent with agency philosophy, goals, and ethics code; demonstrate professional judgment in all areas, including crisis situations; function well individually and as a team member; and accept responsibility for personal and professional growth and development.

Required Application Materials include CVIC employment application, cover letter and resume. Submission of Affirmative Action report is voluntary.

To apply for this position, please visit our website (<http://cviconline.org/about-us/careers-internships-volunteering>) to complete the CVIC employment application. Application along with cover letter, resume and voluntary affirmative action report can be emailed to Kristina S. at kristinas@cviconline.org. Please contact Kristina S. at 701.746.0405 with any questions.

Application Deadline: August 14, 2019 or until filled.