

WASHINGTON COUNTY
Job Description

JOB TITLE: Victim Assistance Program Director

Exempt (Y/N): Yes

DATE PREPARED: October 2012

DEPARTMENT: Prosecuting Attorney

SUPERVISOR: Prosecuting Attorney

SUMMARY:

To ensure the Program meets the expectations of local prosecutors, judges and victims while abiding by state victim assistance guidelines as designed by the Prosecutor Coordinator's Office. To maintain community awareness of the Program and coordinate with local agencies to ensure the Program is providing coordinated, but not duplicate, services.

To provide victims of violent crime the information and support needed to ensure positive experiences with the criminal justice system, to assist prosecutors toward successful resolution of criminal cases, and to enhance community response to victimization.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Educate victims on the process for pursuing criminal charges and what to expect once a complaint/arrest has been made. Remain available to victims and their families for crisis intervention and support.
2. Use skills to encourage and empower victims, to provide a safe place for victims to express frustration and anger, and to de-escalate volatile people and situations. When appropriate, use skills to mediate between victims and offenders.
3. Offer to take initial and/or follow-up pictures of victims' injuries if pictures have not already been taken by police or hospital staff. Be prepared to testify to taking pictures if necessary.
4. Fulfill the prosecutors' obligation to notify victims of court dates, motions, prosecutor meetings, plea offers, dispositions and offender status. Request subpoenas. Provide attendance letters for schools and employers.
5. Remain available to local law enforcement to travel to various police agencies in order to sit in on interviews or provide on-site assistance. Make attempts to locate unresponsive or uncooperative victims and witnesses through police reports, schools, employment, and visits to homes or relatives' homes.
6. Maintain current knowledge of Arkansas law related to violent crimes and protective orders. Be able to explain laws, statutes of limitation, and penalty ranges. Explain prosecution/defense negotiations to victims for their input and relay their responses to prosecutors to assist in the determination to settle cases or go to trial.
7. Coordinate Victim Impact Statements/Testimony ensuring that statements meet the statutory requirements and that judges, prosecutors and defense attorneys are provided copies for review.
8. Escort victims to hearings/trials in order to provide support, answer questions and explain proceedings. Assure that victims are protected during trials and ready for testimony at the

appointed time.

9. Testify in criminal cases and protective order cases upon request regarding victim contact or victim impact. Coordinate return of evidence/property to victims ensuring the criminal case is complete and providing documentation to the appropriate law enforcement agency.
10. Refer victims to community agencies for emergency assistance. Maintain communication with and understanding of local resources in order to enhance victim services. Intercede with landlords, employers, and caregivers to increase victims' ability to participate with prosecution.
11. Assist victims in filing applications for Crime Victims Reparations (financial assistance for medical, mental health treatment). Maintain contact with representatives of the Attorney General's Office regarding filed applications
12. Provide on-site training to area law enforcement and medical providers regarding eligibility and application process for Crime Victims Reparations.
13. Review Prosecutor Reports from the Department of Human Services and the Arkansas State Police Crimes Against Children Division. Follow up with investigators and/or detectives to determine whether or not cases will be referred for criminal charges. Request any additional information needed before cases are referred to prosecutors for review. If not noted in report, ensure that victim services are being provided.
14. Meet with all potential protective order petitioners to determine eligibility and need. Explain the protective order process and assess completed petitions for completeness. Alert judges to any concerns and remain available to answer questions from judges regarding petitioners or petitions.
15. Provide appropriate referral to protective order petitioners being sensitive to type of abuse alleged and the circumstances surrounding the need for safety and protection. Provide referrals for alternatives when eligibility criteria are not met. Meet with those wishing to withdraw their petitions to discuss safety and counseling concerns.
16. Work with communications department of the Sheriff's Department to ensure Protective Orders and Petitions meet requirements of ACIC. Develop forms and petitions that provide necessary information.
17. Assist Civil Process Division of Sheriff's Department to ensure service of respondents is handled according to statutory requirements.
18. Remain available to Judges to make the process as simple for victims as possible. Update and develop forms and petitions at request of Chancery Judges that clarify the process for victims and law enforcement.
19. Coordinate and/or attend meetings for involved parties (Judges, Clerk's Office staff, law enforcement and ACIC representatives) as needed to maintain an efficient and effective process that will allow for prosecution of violators in District and Federal Courts.
20. Provide in-service training for law enforcement and other service agencies regarding appropriate referrals for protective orders and the petition process.

21. Fulfill requirements of mandated reporter statutes making reports to the Child Abuse and Neglect Hotline when warranted. Follow up with law enforcement when reports should be made and encourage alleged victims' parents to make reports when abuse is suspected.
22. Educate victims on the VINE system and provide them the means to keep up with offender status in the Department of Corrections. Submit written requests for notification on behalf of victims. Coordinate with the Department of Corrections to ensure that web site information is accurate and that victim information is up-to-date.
23. Represent the Prosecutor's Office through letters or attendance at parole protest hearings in Little Rock upon victim request.
24. Perform all liaison duties in a professional manner to ensure maximum cooperation with the County and other agencies. Signwritten cooperative agreements when necessary for other agency grant requirements.
25. Coordinate with local law enforcement to develop protocols for investigating violent crime. Work with local officials to evaluate the appropriateness and effectiveness of protocols/policies.
26. Represent Prosecutor's Office on area boards and task forces related to violent crime.
27. Provide in-service training to civic groups, student groups, and service agencies regarding the dynamics of violent crime, the criminal justice system and services of the Victim Assistance Program.
28. In Case the program should expand through federal or state grants, maintain the ability to assist in creating and managing Victim Assistance Program budget and administration of grant funds. Be prepared to write and submit grant applications within deadlines. If requested, maintain program statistics.
29. Perform interviews for Victim Assistance Coordinator position and make hiring decisions regarding this position and any positions resulting from expansion.
30. Maintain understanding of the Arkansas Crime Victim Rights Law, which crimes are addressed under the law and which services are mandated by law..
31. Supervise volunteers and student interns. Coordinate with University of Arkansas staff to maintain a potential volunteer pool.
32. Review Washington County Jail census daily and document all arrests for violent crimes. Review probable cause reports to determine what evidence will be needed for a filing decision and to gather victim information.
33. Review police reports sent for warrants and determine whether or not additional interviews are necessary. Perform additional interviews for law enforcement when requested by prosecutors. Gather evidence and information when necessary (i.e. medical records, 911 tapes, pictures, and feedback from officers, probation Department of Human Services, etc.) before presenting to prosecutors for filing decision.

34. Take statements from individuals wishing to pursue criminal charges. If necessary, investigate further in order to obtain documentation or corroboration.
35. Ensure that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of citizens in Washington County.

SUPERVISORY RESPONSIBILITIES:

The incumbent has direct supervisory responsibility for one Victim Assistance Coordinator, one Domestic Violence Task Force Leader and Social Worker Student Interns within the department. Carries out supervisory responsibilities in accordance with the county's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor of Arts Degree in Social Work or related field is required. Three years in direct service to victims is necessary to perform the duties of this position. Basic knowledge of the criminal justice system is necessary.

OTHER SKILLS and ABILITIES:

The incumbent should have supervisory skills, accurate typing skills and knowledge of governmental accounting procedures. Must be able to organize work in an efficient manner. Knowledge of modern office practices, procedures and equipment is necessary. Excellent written and verbal communication skills are needed as well as understanding of legal terminology and judicial proceedings and rules of evidence. Must possess the ability to establish good rapport with individuals often under difficult circumstances. Must be proficient in various computer software systems. Basic accounting and grant writing skills are needed. Training in dynamics of victimization is required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects and to talk or hear. The employee must occasionally stand, walk, climb or balance, stoop, kneel, and reach with hands and arms. Specific vision abilities required by this job include close, color and distance vision, and the ability to adjust focus. The employee must occasionally lift and/or move up to 10 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.