

FULTON COUNTY DISTRICT ATTORNEY'S OFFICE
VICTIM/WITNESS ASSISTANCE PROGRAM

JOB DUTIES DESCRIPTION

**Entry Level
VICTIM/WITNESS ADVOCATE**

(PART-TIME)

****** This position works 29 hours per week ******

Benefits are not included

The entry-level Victim/Witness Advocate acts as the first point of contact between the District Attorney's Office and victims/witnesses. As the first point of contact, advocates are responsible for contacting victims (primarily by phone), providing information regarding the criminal justice system, notifying them of upcoming court dates, notifying them of their rights under the Victim's Bill of Rights, making referrals for services to appropriate service providers, and providing assistance with filing Victim's Compensation and with recovering restitution. He/She is also responsible for entering data relating to their victim contacts into the District Attorney's Office's database.

Essential Duties:

- Inform victims of their rights under Victims' Bill of Rights;
- Contact victims to notify them of upcoming court dates
- Document all contacts in internal system and update any case information;
- Offer MOC services for victims, process the requests and follow-up calls;
- Initiate and monitor the process for locating victims and witnesses
- Provide crisis intervention, safety planning, information regarding TPO's
- Accompany victims to court hearings and/or obtain protection orders
- Assure and document that Domestic Violence victims are referred to Partners Against Domestic Violence for appropriate services

- Provide other support services/referrals as needed
- Perform administrative tasks to support the Victim/Witness Program

Essential Skills

- Ability to adjust priorities and manage time wisely in a fast-paced environment;
- Ability to maintain records and documentation pertaining to work;
- Ability to communicate in a clear, concise, understandable manner, and listen attentively to others;
- Ability to provide outstanding customer service;
- Strong interpersonal, communication, organization and follow-through skill.

Qualifications:

- Bachelor's degree in, social work, criminal justice, or a related field required
- 0 – 2+ years experience working in customer service, criminal justice, social services, crisis intervention, trauma and violence safety, a court advocacy program
- Or an equivalent combination of education and experience to sufficiently perform the essential duties of the job as listed above.

Salary: **\$39,736.00**