

JOB POSTING

TITLE: Victim/Witness Advocate

This position will remain posted until filled. Applications must be received by **August 14, 2015**.

JOB SUMMARY:

Under the supervision of the Prosecuting Attorney's Office Manager, the Victim/Witness Advocate shall be responsible for meeting with victims of any and all types of crimes and providing support and direction to victims and assisting them during the court process.

ESSENTIAL DUTIES:

Refer victims of abuse to shelter and encourage them to seek medical help if needed. Meet with families of child abuse and/or murder victims and provide support and direction. Encourage all victims to seek help by referring them to support groups, counselors, pastors, etc..

Assist victims in completing and submitting the required paperwork for Crime Victim's Compensation. Compose and mail written correspondence to inform victims of court dates and pertinent case information.

Explain the court process, prepare victims to testify in court and attend court hearings when necessary. Act as moral support while sitting with victims who are awaiting a court proceeding on their case. Meet with the Prosecutor to review cases and with Probation and Parole to assist in the preparation of Sentencing Assessment Reports.

Maintain current victim information and gather restitution verification when necessary. Upon sentencing to the Missouri Department of Corrections, connect the victim with the DOC Victim Unit so that they can be notified of parole hearings.

REQUIREMENTS:

Bachelor's degree from a four (4) year college/university preferred, but not required. Training in understanding The Cycle of Violence is preferred and prior experience as an advocate is preferred, but not required.

SALARY: \$15.00 per hour

STATUS: Full time, 40 hours per week

Taney County is a substance free, Equal Employment Opportunity Employer (EEOE). Contact Human Resources at (417)546-7237 for information. Applications can be obtained at the Human Resources Department or online at www.taneycounty.org.