

Victim Witness Assistance Program (VWAP) Advocate

MINIMUM QUALIFICATIONS:

- High School Diploma
- Proficient in interpersonal communication
- Knowledge of the criminal justice system
- Basic level crisis response training preferred

JOB SUMMARY:

Under the direction of the District Attorney or Solicitor-General, provide guidance, support, information and crisis counseling to victims of crime throughout the criminal justice process. Service delivery may begin as early as the time that the victimization occurs and may extend throughout the post-adjudication process. Principal duties are to be performed in a general office and courtroom environment setting. Assist in collecting data that documents the number of new and existing victims served, the demographics of victims, the type of crimes involved, and types of services provided to the victims as requested.

DESCRIPTION OF DUTIES:

As requested:

- Process, review & update files with victim information immediately upon cases' receipt in office
- Make initial and ongoing contact with victim in timely manner via telephone, email or mail to explain criminal justice process, victims' rights and services available, and to notify of case status
- Assist with court calendars with regard to victim services
- Serve as liaison between prosecutor and the victim
- Request and present restitution information for case files with supporting documentation
- Assist prosecutors with follow up requests/information needed from victims
- Schedule and attend meetings with prosecutors and victims
- Provide all services outlined in Official Code of Georgia known as the Crime Victims' Bill of Rights in an ethical, professional and respectful manner
- Ensure victim is informed of the Georgia Crime Victims' Compensation Program, if applicable, and provide referrals to other agencies/service providers such as emergency shelters, child advocacy centers, counselors, and other services as needed

TRAINING REQUIREMENTS:

Must complete forty (40) hours of pre-approved training specific to providing direct victim services within twelve (12) months of start of employment.

KNOWLEDGE REQUIRED BY THE POSITION:

- * Knowledge of the criminal justice system.
- * Knowledge of criminal court procedures.
- * Knowledge of Georgia Crime Victims' Bill of Rights.
- * Knowledge of the effects of vicarious trauma and self-care
- * Knowledge of computers and job-related software programs.
- * Skill in identifying problems and formulating solutions.
- * Skill in public and interpersonal relations.
- * Skill in oral and written communication.

ADDITIONAL REQUIREMENTS:

Consent to and pass a criminal background check

SAMPLE

Victim Witness Assistance Program (VWAP) Director

MINIMUM QUALIFICATIONS:

- Completion of a Bachelor's degree in criminal justice, social work, sociology, psychology or related disciplines
- One year at or above a technical level in criminal justice, legal or paralegal experience, counseling, or social work. **Note:** Additional work experience may be substituted for the Bachelor's degree.
- National Advocate Credentialing Program (NACP) Intermediate Credentialing Certification
- One-year minimum of supervisory experience.

JOB SUMMARY:

Under the direction of the District Attorney or Solicitor-General, provide guidance, support, information and crisis counseling to victims of crime throughout the criminal justice process. Service delivery may begin as early as the time that the victimization occurs and may extend throughout the post-adjudication process. Establish and maintain close working relationships with law enforcement agencies as well as all public, private, and non-profit victim service providers. Principal duties to be performed in a general office and courtroom environment setting. Must collect data that documents the number of new and existing victims served, the demographics of victims, the type of crimes involved, and types of services provided to the victims. Oversee the provision of victim services and advocacy within the setting.

DESCRIPTION OF DUTIES:

- Coordinates and oversees victim advocates, interns, volunteers and other staff assigned to victim support
- Develops and provides programs to the community, law enforcement agencies and other local organizations related to victim witness issues and services; familiarizes and trains a variety of law enforcement personnel, attorneys or volunteers concerning victim rights, the criminal justice system, and issues of concern involving victims and witnesses in the Judicial Circuit.
- Researches, coordinates and prepares grant proposals for available government funding for victim/witness assistance programs; administers grant appropriations, maintaining records and preparing reports for submission as required by funding authorities; maintains files of grant sources and supporting data.
- Serves as a member, or assigns designee to serve as a member, of various committees, panels, commissions, etc., and attends meetings and provides input based on expertise and observations.
- Assumes responsibility for program policy recommendations

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TRAINING REQUIREMENTS:

Must have completed a minimum forty (40) hours of pre-approved training specific to direct victim services provided by one of the following organizations:

- Office for Victims Crime (OVC) Victim Assistance Training (VAT) Online
- National Organization for Victim's Assistance (NOVA)
- Criminal Justice Coordinating Council (CJCC)
- Prosecuting Attorneys' Council (PAC)

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of the criminal justice system.
- Knowledge of court procedures.
- Knowledge of Georgia Crime Victims' Bill of Rights.
- Knowledge of the effects of vicarious trauma and self-care
- Knowledge of computers and job related software programs.
- Skill in the identifying problems and formulating solutions.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.