**Victim Witness Assistant Director**

**Job Description**

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| **Locality:** | Portsmouth, VA |
| **Job Title:** | Victim Witness- Assistant Director |
| **Salary/Salary Range:** | Salary commensurate with experience + fringe benefits |
| **Start Date:** | TBD |
| **\*\*Closing Date:** | Open |
| **Description of Job:** | This is an at-will position which serves at the pleasure of the Commonwealth’s Attorney. This position reports directly to the Director of Victim Witness.  Under limited supervision, assists victims of crimes by providing information, support, referral, and advocacy services; assists in completing victim compensation claims; and performs related duties as required.  Interviews and provides crisis and resource referral counseling for crime victims, their families, and witnesses before and during court process; assesses clients' needs for medical, psychological, legal, financial, shelter, or employment services; provides victims with information on shelters, temporary restraining orders, and availability of counseling or other social services; advocates for victims, ensuring that client needs are addressed within the community and criminal justice systems. Supervises victim witness assistants and coordinators.  - Provides clients with an explanation of court process, potential dispositions, education and training regarding the criminal justice system.  - Transports, escorts, and supports victims during court appearances.  - Prepares applications for victim compensation by obtaining necessary information and documents completing and submitting forms to the State Victim's Compensation Program.  - Initiates and maintains computerized case files to document case activities. - Confers with attorneys and law enforcement on the issues affecting a victim's ability and willingness to cooperate with the investigation and prosecution or other pertinent issues.  -Conducts outreach presentations on victimization with emphasis on prevention; supervises volunteers assigned to the program; promotes the program by preparing written articles and public service announcements, as well as speaking before and participating in community agencies. |
| **Special Requirements:** | * Completion of 24 semester units in the behavioral sciences or criminal justice; or, * One year of interviewing experience involving the provision of social services, counseling, paralegal assistance, or equivalent; or, * A combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities. |
| **Contact:** | Tamara Shewmake |
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