

COMMONWEALTH of VIRGINIA



OFFICE OF THE COMMONWEALTH'S ATTORNEY CITY OF PORTSMOUTH



Main Number: (757) 393-8581 · Fax: (757) 393-5135

JOB DESCRIPTION **Victim Witness Assistant**

GENERAL STATEMENT OF JOB

This is an at-will position which serves at the pleasure of the Commonwealth's Attorney. This position reports directly to the Victim Witness Assistant Director.

Assists victims of crimes by providing information, support, responding to the emotional, psychological, or physical needs of crime victims; assist victims to stabilize their lives after victimization; assist victims to understand and participate in the criminal justice system; or restore a measure of security and safety for the victim.

ESSENTIAL JOB FUNCTIONS

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.

Services to victims of child abuse, underserved populations, victims of domestic violence and services to victims of sexual assault.

Provides clients with an explanation of court process, potential dispositions, education and training regarding the criminal justice system. Explains the criminal justice system and ensures that victims are aware of their rights.

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Transports, escorts, and supports victims during court appearances, directly after the initial crime during and after hours.

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.

Stephanie N. Morales, Commonwealth's Attorney
Portsmouth Judicial Center · 1345 Court Street, Suite 105
Portsmouth, Virginia 23704

Job Description
Victim Witness Assistant

Assist VW Coordinators with conducting 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.

EDUCATION & EXPERIENCE

The position requires a Bachelor's degree from an accredited college or university with major course work in social work, counseling, criminal justice, psychology or a related human services environment, or any equivalent combination of education, training and experience.

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.

Portsmouth Commonwealth's Attorney's Office Victim Witness Program does not discriminate on the basis of race, color, national origin, religion, sex, and disability.