



Victim Specialist (Non-Exempt B22)

Position Objective:

The Victim Specialist is charged with working with crime victims and their families by providing support, resources and positive direction through the criminal investigation process.

Essential Functions:

- Provides direct support and services to crime victims and their families; may assist victims in identifying and overcoming needs related to crimes; refers to other services providers as appropriate.
- Acts as liaison for victims and their families with Law Enforcement staff and/or groups.
- Reviews police case reports to identify crime victims in need of or eligible for assistance; determines the appropriate service and course of action.
- Provides information concerning legal procedures and options; keeps victims informed about the status of the case in which they are involved; assists them through the criminal justice process by accompanying them to court if appropriate.
- Assists victims of violent crimes, or their survivors, in filing Crime Victims Compensation Fund claims for financial compensation to cover medical expenses, psychological counseling, lost wages, funeral expenses etc.
- May effectively recommend alternative solutions in cases based on a knowledge of victims' strengths and weaknesses.
- Provides crisis intervention as necessary.
- Speaks to groups concerning victim's rights and the criminal justice process.
- Assists in training staff and public as needed.
- Maintains an understanding of recent developments and legislation concerning victim rights.
- Maintains network of contacts for resources and partner agency relations.
- Assists partner agencies in addressing victim needs as necessary.
- Serving as a liaison with advocacy groups, clinical and other service providers, community outreach services and law enforcement personal.
- Research and develop grants for related groups.
- Prepare, receives and reviews statistical and programmatic reports, monitors programs, evaluates current programs, produces and practices on an ongoing basis. Plans and develops policies, procedures and programs to enhance efficiency and effectiveness of operations and services.
- Performs other duties as assigned.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- Bachelor's Degree in a Human Services Field Preferred; 3 Years of working experience in a related field may substitute

Working Environment:

- The work is performed both in an office and field setting intermittently sitting, standing, or stooping. This will include on scene presence.
- The typical work schedule is day-time hours Monday through Friday and is subject to call out to assist on scene, at the hospital etc.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is frequently required to walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.