

VICTIMS ASSISTANCE COORDINATOR

Salary

\$31,396.00 Annually

Location

Robert Lee, Texas

Job Type

Full-Time Regular

Department

Coke County Attorney

Opening Date

06/01/2024

Closing Date

Continuous

Description

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Coke County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment of the provisions of services.

Summary

Under general supervision of the elected Coke County Attorney, the Victims Assistance Coordinator provides direct services to victims of misdemeanor crime and their families within Coke County. The work involves treating a variety of problems, questions, or situations in conformance with established criteria. The work product affects the operation of Coke County's Victim's Assistance Program. This position affects the well-being of Coke County victims and their families. Individuals in this position serve at the pleasure of the current elected Coke County Attorney.

Responsibilities

- Maintains a positive working agreement with community agencies to secure available resources for victims and their families.
- Serves as the first contact for victims of misdemeanor, violent and non-violent, property, and family crimes filed with and accepted by the Coke County Attorney's office; maintains contact with and provides information to victims throughout the complex criminal justice process; and works as part of a multi-disciplinary team to assist victims.

- Limited counseling for violent crime victims.
- Assists victims in achieving, to the most practical extent possible, all the provisions set out in the Rights of Crime Victims, Chapter 56, Code of Criminal Procedure, specific to their situation; serves as an advocate for victims in ensuring that they receive eligible assistance and benefits; and assists in obtaining information and in the completion of the loss value information, Victim Impact Statement and Crime Victim Compensation Application.
- Refers victims to counseling, social services, shelters, and other agencies for assistance.
- Keeps victims informed of the status of their case by mail, email, and phone contact; provides emotional support by allowing victims to express their frustrations, anger, guilt, and/or fear and responding appropriately to their feelings; and independently determines course of action in responding to victims and or families.
- Enters victim information and documents all contact and attempted contact with victims in Odyssey.
- Prepares victim information packets to include filed and unfiled letters for misdemeanor cases, Victim Information Packets explaining the criminal justice system, and informing victims of services available, Victim Impact Statement, and Crime Victim Compensation applications.
- Assists prosecutors and investigators in interviewing victims and witnesses as requested and coordinates appointments and trial appearances as requested.
- Attends jury trials with victims during their testimony for emotional support.
- Provides follow up on special requests from prosecutors and investigators as requested.
- Obtains restitution information from victims and provides alternate means for the victim to be compensated for damages incurred as a result of criminal behavior and process restitution orders once all documents are gathered.
- Provides ongoing support information, resource materials, and referrals for additional services to victims.
- Processes Witness Fee Claim Forms when necessary.
- Processes U visa applications upon request once case is closed.
- Assists in maintaining victim waiting rooms.
- Translates for non-English speaking victims.
- Schedules appointments and interviews with victims.
- Process Protective Order Applications.
- Sets and attends Protective Order hearings with petitioner
- Attends bond increase hearings with victims
- Attends and participates in Multi-Disciplinary Team and Sexual Assault Response Team monthly meetings.
- Assists in making presentations to community agencies regarding victim's rights.
- Accompanies crime victims at court proceedings, including jury trials and protective order hearings, and accompanies investigators and prosecutors to victim's home, hospital, school, work, and counselor's offices.
- Performs routine administrative assistant tasks such as answering phones, filing, scanning, emailing, drafting legal documents under attorney direction, copying, and establishing, maintaining, and organizing case files.
- Prepares daily logs of numbers and types of contacts with victims and assists with case statistical recordkeeping and prepares cover sheets with victim information to keep up with intake.
- May be called upon to testify.
- Performs other duties as assigned

Education and/or Experience

- Requires bachelor's degree or knowledge equivalent to a bachelor's degree in Criminal Justice, Behavioral Science, or a closely related area.
- Requires three years victim assistance or related social work experience. Any equivalent combination of experience and training may substitute for educational requirements.

Other Qualifications, Certificates, Licenses, Registrations

- Requires attendance and completion of basic TLETS Course.

Agency

Coke County

Address

13 East 7th Street
Robert Lee, Texas 76945

Phone

(325) 400-5525
(214) 683-6154

Email

countyattorney@co.coke.tx.us

Website

<https://www.co.coke.tx.us>

Application Instructions

If interested in this position, then please email a cover letter and resume to countyattorney@co.coke.tx.us.