

JOB TITLE: VICTIM WITNESS COORDINATOR



Department: Prosecutor
Supervisor: Director, Investigation & Victim Services
Supervision Exercised: None
Exempt Status: Hourly
Benefits Eligibility Status: Eligible
BOCC Approval: 06/04/2024

SUMMARY

Victim-Witness Coordinator helps victims, witnesses, and survivors of serious felony crimes. They provide immediate crisis intervention and serve as an advocate for the victim and witness. Victim-Witness Coordinator helps victims understand and navigate the criminal justice system, facilitate their participation with the judicial process and accompany victims to court. They feel strongly about preserving the dignity of victims and strive to treat them with compassion and respect as they go through an often emotional or intense situation. Works with department personnel, prosecutors, courts, community businesses, organizations, and others to provide a variety of services to victims. Provides ongoing support for victims of domestic violence, crime, or other related circumstances. Will be assigned cases within the Prosecutors office including misdemeanor, juvenile and felony offenses, ensuring compliance with the Idaho Crime Victims' Rights Statute, which will include, homicide, child sex crimes, rape, and higher impact cases to the community.

This is a full-time position for 40 hours per week. On-call work is required sometimes causing hours to increase.

ESSENTIAL FUNCTIONS

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any order of priority and may be amended or added to by the County at any time:

- Assists in identifying victim needs and provides recommendations to other BCPAO/CAC staff and other collaborating MDT partners for follow-up actions. Serves on the Multi-Disciplinary Team of the Prosecutor's Office providing information and guidance to ensure the greatest advantage to the successful outcome of physical and sexual crimes against children.
- Will work directly with prosecutors to obtain documents, recordings, records, reports etc....from other jurisdictions as needed for criminal cases.
- Will be assigned all cases to include homicide, rape, child sex crimes and those with high impact to the community. Will work directly with the victims in these cases to ensure all needs are met by facilitating conversations and meetings with the Prosecutor.

- Maintain and update entries into Karpel -Victim Services (Prosecution management software) making sure information is kept up to date.
- Responsible for meeting with attorney staff and secretaries to ensure compliance with Idaho Victims' Rights Statute as well as resolution of any issues in day-to-day operations of victim witness unit.
- Work with court personnel to ensure victim safety and comfort during criminal proceedings.
- Assists and educates victims regarding courtroom procedure for CPO and criminal hearings.
- Coordinate with office manager to arrange travel and accommodations for out-of-town victims and witnesses.
- Communicate and facilitate local businesses and hotels for lodging, sheltering and other victim needs.

SECONDARY FUNCTIONS

- Provides emergency intervention to adults and children who are victims to domestic violence and other forms of criminal activity. Conducts regular interviews of crime victims, families, and others at the scene, in the office, or in other locations to assess personal needs and circumstances.
- Serves as an advocate in the courts for victims of crimes. Prepares documentation on behalf of the victim, and works in conjunction with prosecutors, attorneys, agencies, families, and others. Writes reports and collects all necessary information needed for court appearances and trials. Works with victims to prepare for court appearances and testimonies.
- Provides crisis intervention to victims and their families. In many cases, provides crisis intervention activities such as calming, listening, problem solving, educating, and offering other support and options to assist victims and others affected by the criminal activity.
- Performs various case management activities including developing case files for clients, providing written documentation of all contacts and services provided, as well as any follow-up information obtained or needed. Develops proper documentation needed in court or throughout the case management process. Provides appropriate copies of documents to victims and officers of the court. Assists victims in filing appropriate paperwork and documents needed for self-protection and security.
- As requested through dispatch, responds to the scene of domestic violence in conjunction with law enforcement officers. Assesses the victim, scene, children, and others present, and all other pertinent information that would be useful in managing the case for the victim. May transport victims to safe locations as requested or deemed necessary.
- Provides transportation of clients on a regular basis to and from shelters, medical appointments, agency appointments, food bank, grocery shopping, and Civil Standby's with law enforcement officials. May involve arranging for child and pet care for the client, assisting in moving personal items from their homes, notification of relatives, etc.
- Connects clients with needed information and resources in the area or within other states as needed. May include connecting with attorneys, counselors, community

resource agencies, educational opportunities, shelters, etc. May also involve making arrangements for travel and medical services, assisting with applications, and networking with relatives, community agencies, etc.

- Performs all other duties as assigned.

JOB SPECIFICATIONS

- Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job.
- Bachelor's degree in criminal justice, social work or other relevant field, with minimum of three years' experience in law enforcement, criminal justice, crisis intervention or relevant experience in related position.
- Working knowledge of victims' rights as they pertain to Idaho State Law. Good knowledge of the criminal justice system
- Good working knowledge of crisis intervention techniques, law enforcement and court proceedings.
- Ability to provide effective crisis intervention to victims of crimes.
- Ability to de-escalate potentially violent situations, assess the needs of others (physical, mental and emotional), and determine the best course of action to provide necessary assistance to victims.
- Knowledge of and ability to use basic computer (PC) functions as needed for report writing, record keeping data entry and related.
- Ability to work with victims and their families possessing a wide variety of personalities and behaviors. Ability to assess behavioral considerations and modify treatment accordingly to ensure appropriate safety and security of clients and the public.
- Ability to assess individual behavior to identify behavioral problems or inconsistencies. Ability to determine appropriate action to ensure client, advocate and public safety and security.
- Ability to maintain high levels of confidentiality as they pertain to clients or information that they hold that the incumbent may be subject to during the normal course of the job.
- Knowledge of basic math skills sufficient to count and record monetary transactions. Ability to read and comprehend rules and instructions.
- Ability to communicate effectively, both orally and in writing. Most communication is made in face-to-face settings with some written communication required for report writing and other paperwork. Advanced skill in conflict resolution and intervention techniques.
- Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.

PHYSICAL ABILITIES & WORKING CONDITIONS

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual hearing, talking, standing and routine, sedentary work; regular walking, occasional crouching, grasping, stooping, and reaching. Frequent lifting, pushing, and pulling in weights of 40 pounds.

Incumbents are often subject to socially hostile environments involving high levels of tension and stress. Frequent exposure to graphic and disturbing pictures, videos, reports, and accounts of physical and sexual abuse of children and adults. May require working odd hours, long hours, and extensive driving in the local area or throughout the County.

Disclaimer: This job description is not an employment agreement or contract, and management reserves the right to modify it when necessary.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____