

**COUNTY OF CARBON
JOB ANNOUNCEMENT
NON-UNION**

BULLETIN G

POST DATE: March 10, 2017

APPLICATION DEADLINE DATE: March 24, 2017

Applications to be filed with *Human Resources Department – Court House Annex.*

POSITION: Part-Time Victim/Witness Coordinator

DEPARTMENT: District Attorney

RATE OF PAY: \$ 13.43 per hour

HOURS WORKED: As Scheduled; 20 hours per week – not to exceed 1000 hours per year

OVERALL OBJECTIVE OF JOB: To provide advocacy, support and information to victims/witnesses of crimes within Carbon County.

ESSENTIAL FUNCTIONS OF JOB:

1. Acts as liaison between victims/witnesses and police attorneys, courts and other agencies.
2. Establishes contact and provides advocacy to victims/witnesses.
3. Provides counseling, support, and information as needed to victims/witnesses.
4. Provides transportation and/or accompanies clients to court hearings, medical services, childcare, etc.
5. Provides information to clients regarding criminal justice system and court proceedings.
6. Assesses and attaches restitution to criminal cases.
7. Assists clients with completion of letters, legal and other documents.
8. Assists in arranging needed services of victims/witnesses and makes necessary referrals to outside agencies.
9. Coordinates county victim rights work activities.
10. Accurately completes reports, proposals, i.e. Act 96, policy board reviews, Courts, etc.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language and to follow oral and written instructions.
2. Must possess effective oral and written communication skills.
3. Must possess initiative, resourcefulness and problem-solving skills.
4. Must possess ability to function independently, have flexibility and personal integrity and the ability to work effectively with clients, co-workers, agencies and others.
5. Must possess the ability to maintain confidentiality in regard to client information and records.
6. Must possess the technical knowledge of operating personal computers.
7. Must possess a valid Pennsylvania Driver's License and a willingness to travel as needed.
8. Must possess the ability to make independent decisions when circumstances warrant such action.
9. Must possess the academic knowledge and ability to practice effective counseling techniques.
10. Must possess some knowledge of the criminal justice system and court proceedings.
11. Must possess the knowledge of community agencies and resources and the ability to effectively interact with them.
12. Must possess the academic knowledge and the ability to coordinate activities and to provide community-training sessions.

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WORKING CONDITIONS:

1. Works indoors in adequate work space with adequate temperatures, ventilation and lighting.
2. Works indoors with average exposure to noise, stress and disruptions.
3. Normal indoor exposure to dust/dirt.
4. Works with clients that could potentially have emotional outbursts.
5. Travels occasionally to meet with clients and other agencies.

PHYSICAL REQUIREMENTS:

1. Must be able to sit for long periods during the workday, with frequent periods of standing, walking, or driving and occasional twisting, bending, pushing, pulling, reaching, grasping or climbing as required to carry out job duties.
2. Requires simple dexterity of fingers, hands, arms, legs, and torso necessary to carry out job duties.
3. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds.
4. Must demonstrate emotional stability.
5. Must be able to cope with the physical and mental stress of the position.
6. Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.
7. Must be able to pay close attention to details and concentrate on clients' needs and work duties.
8. Must be able to mentally react quickly to client's needs during therapy and counseling sessions.

QUALIFICATIONS:

Bachelor's degree in Social Service, Criminal Justice or related field preferred. 2-3 years work experience in related field; counseling and/or criminal justice, human service and related experience required.

AN EQUAL OPPORTUNITY EMPLOYER