

COUNTY OF SOLANO

VICTIM WITNESS PROGRAM COORDINATOR

DEFINITION

Plans, organizes and supervises the County's Victim/Witness Program; administers State mandated guidelines for the grant; provides a broad scope of mandatory services to victims and witnesses of violent crimes; serves as a member of the department's management/supervisory team.

CLASS CHARACTERISTICS

This is a single position class responsible for the overall coordination of the regular operations of the Victim/Witness Program within the Office of the District Attorney. The position functions as a supervisor of staff and as the coordinator of both administrative and operational aspects of the Program. The incumbent is expected to perform with only consultative supervision in most areas.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the District Attorney.

Exercises supervision over assigned technical and clerical staff.

EXAMPLES OF DUTIES *-Duties may include but are not limited to the following:*

Works directly with individuals utilizing the program; interviews clients for needs assessment; evaluates problems presented by clients; determines suitability of specified services and potential need for referral to other service providers; supports clients throughout the court proceedings; provides on-going orientation to clients regarding the criminal justice system; document client contact; provides immediate intervention for clients.

Maintains communication with the district Attorneys; communicates clients information to the District Attorneys; assists in interviewing clients; assists in prosecuting cases by supporting clients.

Prepares State program grant application and regular reports; prepares budget and budget justification; monitors the fiscal activity of the program including community contributions and program expenditures.

Acts as liaison with local agencies and with the State and attends State Council meetings; represents the County's program in presenting program goals and activities to the media, the public and other interested groups and agencies.

Assists in selection of staff and provides overall work direction; trains, supervises and evaluates program staff; develops/monitors a volunteer recruitment program.

Develops and implements procedures to meet State mandates for services; reviews and analyzes the work processes and overall performance of the program and makes operational improvements and recommendations for more efficient and/or effective service delivery.

May perform victim assistance duties typically assigned to program staff; may be assigned additional administrative or supervisory responsibilities.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of grant writing and administration.

Criminal Justice system and Court procedures.

Community social service and mental health resources.

Law enforcement agency operations and procedures.

Dynamics of sexual assault, child abuse and domestic violence as these pertain to the effective operation of the Victim/Witness Program.

Budgetary process.

Effective supervision practices.

Crisis intervention and interviewing techniques.

Principles and practices of public administration, including office organization and operations.

Governmental accounting system and personnel systems.

Skills to:

Utilize basic office equipment.

Ability to:

Plan, organize and supervise Victim/Witness Assistance programs.

Develop and implement operational procedures.

Ensure compliance with grant requirements and applicable regulations.

Develop volunteer services component of program.

Identify and analyze administrative problems and implement operational changes.

Communicate effectively with people of diverse socio-economic backgrounds and temperaments.

Establish and maintain cooperative working relationships.

Understand programs objectives in relation to departmental goals and procedures.

Refer clients to State and local agencies, which provide support services as necessary.

Collect and analyze data to establish/identify needs and evaluate program effectiveness.

Prepare funding proposals and narrative and statistical reports.

Supervise the work of others engaged in Victim/Witness activity; effectively delegate responsibility and authority to others; secure cooperation and teamwork among professional and/or support staff; actively participate in staff selection and training.

Research regulations, procedures and/or technical reference materials; effectively interview clients to obtain thorough and pertinent information.

Maintain confidentiality of information.

Cope with people in crisis.

Effectively represent the program at the State level, with community groups, other agencies, the courts and attorneys, the media and the public.

Demonstrate tact, compassion, patience and diplomacy.

Experience and Education/Training

Experience:

Two years of full time experience equivalent to Victim Witness Assistant in Solano County.

Education/Training:

A Bachelor's degree is required from an accredited college or university, preferably in social/behavioral science, criminal justice, psychology or related field.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class C California driver's license is required.

SUPPLEMENTAL INFORMATION

Independent travel is required.

Incumbents may be required to work outside normal business hours.

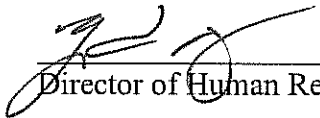
Candidates for positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to adverse environmental conditions, such as violent, emotional, or hostile situations.



Director of Human Resources

Established Date: August, 1996

Revised Date: February 2003

Revised Date: May 22, 2003

BOS Date: June 30, 2003