

Job Description

VOJO Victim Services Coordinator RASA Victim Services Coordinator

The Victim Services Coordinator will be responsible for serving victims of adult and juvenile offenders in Fulton County. The Coordinator will be located in the District Attorney's Office and will report directly to the District Attorney. This is a part time position of 24 hours per week. 4 hours per week will be devoted exclusively to providing services to victims of Juvenile Offenders. 20 hours will be devoted to providing services to victims of adult offenders.

Responsibilities include developing and carrying out policies and procedures for both RASA and VOJO following state guidelines. Duties will include but are not limited to:

- Assess the situation of each victim as the case reaches the District Attorney's Office
- Provide information on Victims' Rights and the Victims Compensation Assistance Program to all victims by means of brochures and an initial letter.
- Provide accompaniment to victims in both Criminal and Juvenile Court
- Serve as an advocate for victims.
- Notify victims concerning the status of their case and responding to inquiries about cases.
- Assist victims who need help in coordinating transportation.
- Coordinate provision of services with Women in Need and make referrals when appropriate for support groups and counseling.
- Provide notification upon the release of a defendant from a Correctional Facility, motivational boot camp, or Juvenile Detention Center. Assist victims in registering for release notification with the Office of the Victim Advocate.
- Provide notification of the release of a defendant from a Mental Health Facility.
- Make victims who need to attend Court as comfortable as possible by providing Court Orientation by means of a phone call or actual court room tour. Assure that the Fulton County Law Library is available as a separate waiting area for victims.
- Assess each case for a potential Crime Victims Compensation Claim. Provide a brochure to each victim and significant other. Provide assistance in completing the claim, gathering documentation and following up on the processing of the claim. Submit supplemental claims when needed.
- Provide crisis intervention when requested by the police District Attorney or a victim.
- Attempt to establish contact with victims prior to the case arriving in the District Attorney's Office by attending preliminary hearings and getting referrals from the Police.
- Intervene on behalf of a victim with employers and creditors. Provide information to creditors on the Victims Compensation Program when appropriate.
- Seek to provide victims with other opportunities for justice.

- Notify victims of their right to offer comment to state parole boards through the Office of the Victim Advocate.
- Notify victims of their right to comment on the dropping of charges or changing of a plea.
- Advocate for the return of property when no longer needed as evidence.
- Collect restitution information from victims to be used by the District Attorney and Probation Office for sentencing. Follow up on payments at the request of victims.
- Provide details of sentences and dispositions.
- Provide supportive counseling when needed.
- Provide assistance in preparing a victim impact statement. Make all victims aware of their right to speak at sentencing or juvenile dispositions.
- Notify victims of their rights in homicide trials.
- Document any instance of witness intimidation.
- Assist the District Attorney in witness management.
- Notify victims of the scheduling of a juvenile Disposition Review Hearing.
- Provide notice of a juvenile's pre or post adjudication escape and subsequent re-apprehension.
- Develop and maintain a database of services provided.
- Review and update RASA and VOJO policies and procedures on a yearly basis.
- Complete program grant applications.
- Complete 10 hours of training each year..
- Attend STOP and CJAB meetings..
- Complete PCCD fiscal and program reports on a quarterly basis.

Qualifications include computer skills, attention to detail, ability to communicate well in writing and in person, and the ability to relate to people. Knowledge of the criminal justice system is preferred but not required. The successful applicant will be required to attend an 8 hour Agency Orientation immediately upon hiring, and PCCD's Foundation Academy within six months of hiring. Ten hours of training will be required the second and every following year of employment.