

VICTIM WITNESS COORDINATOR JOB DESCRIPTION

QUALIFICATIONS:

Preferred Knowledge and Experience In:

- Principles, practices, and objectives as related to providing victim services
- Knowledge of community resources, agencies, and organizations and how they apply to cases
- Active listening, crisis intervention and mediation
- Physical, psychological, and sociological issues involved in domestic violence
- Windows-based operating systems, Microsoft-Office (Word), email and the Internet

Licenses/Certificates:

- Possession of, or ability to obtain, a valid Colorado Driver's License and proof of Insurance

ESSENTIAL FUNCTIONS:

Legal Advocacy:

- Responsible for providing information and assistance to domestic violence victims regarding protection order process and keeping up to date on latest changes or trends related to protection orders
- Provide court-related support for victims of crimes covered by the Victim Rights Act, including accompanying victims to court, as necessary and keeping victim informed of all "critical stages" of the criminal justice process

Victim Advocacy:

- Handles victim notification processes according to requirement of Colorado Law
- Explains criminal justice process and procedures to victims and witnesses
- Maintains contact with victims and witnesses, updating them on case status, coordinating appointments for case preparation and court appearances, and updating District Attorney's staff with victim/witness information
- Prepare protective orders related to domestic violence crimes
- Provide assistance and information to victims and witnesses of crimes
- Act as a liaison for the victim with the court, District Attorney's Office and other agencies. Provide information on behalf of the victim to the DA's regarding any

- concerns or problems a victim or witness may be experiencing to assist in the successful prosecution of cases
- Act as an advocate to clients by providing emotional support and encouragement, providing assessment of needs, and making referrals to appropriate resources and services
 - Inform victims of benefits available from Victim Compensation Program and assist with application process when necessary
 - Provide all victims with information regarding the final disposition of their cases. Explain Sentencing, continuation of applicable protection orders and provide victims with appropriate referrals to follow up after sentencing with probation, CAPS, or DOC
 - Assists victims with preparing victim impact statements and restitution information for court when necessary
 - Prepares HIV testing paperwork and notifies Victim when test results are available for review
 - Provide investigators and Deputy DA's with information regarding victim's reaction to crime, emotional state, abilities and preferences according to statements received directly or written on victim impact statement
 - Escort Victims to courtroom and acclimatize them for their participation in the criminal justice system as needed
 - Provide support during testimony at all phases of the trial process when necessary
 - Maintain waiting area for child victims and their families
 - Testify in court to provide information as required
 - Keep prosecutors well informed and case file well documented in regard to restitution that is owed to the victim(s)
 - Prepare and file court documents necessary to insure that victim(s) are reimbursed for restitution that is owed
 - Must attend Domestic Violence Task force meetings

Victim's Rights and Compensation:

- Maintain up to date knowledge on victim's rights and victim's compensation program as well as monthly board review deadlines and meeting dates
- Monitor victim compensation claim eligibility information to include any receipts, medical bills or proof of loss documenting victim's damages associated with the crime
- Educate co-workers, victims, providers and other members of the public on the Victim Compensation Program
- Receive all VC applications throughout the 14th Judicial District and make sure that all information required is included before presenting to the Board
- Input all claim information into CCVC program and create a file for each individual claim

- Send letters and make phone calls requesting additional information in order to process claims
- Coordinate and attend Victim Compensation Board meetings once a month
- Make copies of all claims and send them to the Board two weeks before the meeting
- Maintain all minutes, agenda and list of encumbered funds for the Board
- Meet with Board members to update Policies and Procedures and Board Bylaws
- Submit all vouchers to the District Court Administrator for payment to victims on claims
- Notify victims and providers of Board decisions and send out checks for payments
- Input all payment information into the CCVC program
- Maintain records of all approved mental health providers and medical agencies
- Attend Quarterly Regional Victim Compensation meetings
- Complete and send Quarterly Reports to Department of Criminal Justice

Coordination of Witnesses:

- Prepares Pre-Trial Statements and Supplemental Witness Lists in a timely manner to ensure that all witnesses are properly endorsed
- Prepares subpoenas for county and district court hearings.
- Facilitates the availability of witnesses for trials and hearings
- Schedule telephone or office interviews with witnesses as necessary for successful prosecution of case
- Advise prosecutors of any witness address changes or changes in availability
- Coordinate airfare for out of state witnesses as needed
- Provide expert witnesses with expense sheet to claim reimbursement for participation in the court process when appropriate
- Facilitate out of county and out of state subpoena service when needed

Ability To:

- Effectively respond to crisis situations and individuals in crisis
- Effectively observe, assess, and document victim and witness behaviors
- Use discretion and independent judgment with limited supervision
- Work in a professional manner with people of diverse social backgrounds and professional rank
- Establish and maintain effective working relationships with other employees, representatives of other agencies and organizations, and members of the community
- Follow written and verbal instructions
- Effectively utilize technology, including Internet searches and use of email

- Accomplish the assigned workload in a timely manner and meet established performance standards and objectives
- Maintain sensitive and confidential information
- Clerical duties involving typing, filing and correspondence as necessary
- Actively and willingly assist supervisor and all staff members with job-related duties
- Comply with office policies and procedures
- Meet with attorneys and office manager on a weekly basis to review cases
- Perform any other duties as assigned