

Job Opening: Victim Advocate Boone County Prosecutor's Office – Lebanon, Indiana

The Boone County Prosecutor's Office is seeking a dedicated and compassionate **Victim Advocate** to join our team in Boone County. This full-time position plays a vital role in supporting victims of crime throughout the judicial process, ensuring their rights are protected and their voices are heard.

Key Responsibilities

- Provide emotional support and guidance to victims of crime.
- Notify victims of upcoming court dates, hearings, and case developments.
- Facilitate communication between victims and deputy prosecuting attorneys.
- Assist victims in preparing for court proceedings, including victim impact statements.
- Help victims register for Indiana VINE (Victim Information and Notification Everyday) and provide ongoing support.
- Prepare and assist in the completion of restitution documentation.
- Maintain accurate case documentation in our electronic case management systems.
- Track and report statistical data on victims served and services provided.
- Recommend policy and procedural improvements to enhance victim services.
- Participate in community outreach activities and represent the Prosecutor's Office at public events.

Qualifications

- Strong attention to detail and organizational skills.
- Experience with case management systems and data entry.
- Ability to handle sensitive information with discretion and empathy.
- Excellent communication and interpersonal skills.
- Prior experience in victim advocacy, social work, criminal justice, or a related field preferred.

Compensation & Benefits

- **Annual Salary:** (2026) Up to \$51,000, commensurate with experience.
- **Benefits Include:**
 - Medical, vision, and dental insurance
 - Generous paid time off (PTO), paid holidays and volunteer time off
 - Paid mental health wellness support program
 - Participation in PERF retirement plan

How to Apply

Interested candidates should submit a resume and cover letter to bcpo@co.boone.in.us