

VICTIM ADVOCATE JOB DESCRIPTION

Job Title: Victim Advocate

Agency: Delaware County Prosecutor 765-747-7801
100 W. Main St.
Muncie, IN 47305

Supervisor: Prosecutor, Chief Deputy Prosecutor

Objective: To work closely with victims of violent crime in all facets of the Criminal Justice System to ensure that their rights are acknowledged and respected in accordance with Victim's Rights as set forth in Indiana Code.

Responsibilities:

- Working with clients in all aspects of the criminal justice system (courts, prosecutor, police, probation, etc.)
- Compiling and maintaining data on each client
- Assisting clients in filing for victim compensation through the State
- Public speaking to community groups regarding Victim Advocate Services
- Sharing on-call time with other staff
- Ability to perform crisis intervention with clients suffering trauma
- Accompanying clients to court proceedings and helping them understand the purpose of each type of hearing
- Performing any other victim assistance related duties as advised by the prosecutor or police staff

Qualifications:

Victim Advocate must have a minimum of Bachelor's Degree in Criminal Justice or related field, a firm knowledge of the Criminal Justice System and victim's rights in the State of Indiana, and crisis intervention skills must be excellent: Professional training in Crisis Intervention is preferred.

Special Requirements:

All contacts with clients will be kept confidential and all employees will be expected to sign a statement of confidentiality understanding that they may be terminated if confidentiality is violated. Evaluations of employees will be completed every 6 months.

Salary: Based upon prior experience and training \$33,260 to 36,965