

Job Post Victim Witness Advocate, District Attorney's Office, 22nd JDC, Covington, St. Tammany Parish, LA

This job vacancy requires providing services to the citizens of St. Tammany Parish with work principally in Covington, LA. Job effective date: Immediate Hire

Victim Witness Job Responsibilities:

Works with victims and witnesses as assigned to help clients understand and navigate the criminal court systems processes, explores their options and rights when utilizing these systems, develops safety plans and access to needed community resources. Maintains collaborative relationships with, but not limited to Prosecutors, Law Enforcement, Court Commissioners, Judges and other advocacy staff. Assists in the support and preparation of quality legal documents. Maintains confidential case and file materials. Assists in Court as needed. Able to work with crisis-oriented environments.

Victim Witness Job Duties:

- Provides services to victims of crimes including victims of domestic abuse, individuals at risk and child abuse.
- Assesses clients for emergency legal needs and makes appropriate referrals to agencies.
- Accompanies clients to legal proceedings as necessary.
- Welcomes victims, law enforcement, attorneys and others by greeting them in person or on the telephone; answering or directing inquiries.
- Provides services to witnesses of crimes that are needed to testify.
- Documents and inputs information into prosecutorial software system as required by office policy.
- Maintains case and victim confidence by keeping victim/law enforcement/attorney information confidential.
- Provides historical reference by developing and utilizing filing and retrieval systems
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Victim Witness Advocate Skills and Qualifications:

A Bachelor's degree in Social Work, Human Services, Criminal Justice or related field or at least two years experience providing case management or similar service in a social service setting.

Certification in domestic violence programs preferred

Knowledge of the Domestic Violence system through direct work experience considered.

Ability to work with a broad range of cultural and ethnic group while maintaining a sensitivity to client needs , domestic violence issues, substance abuse and mental health issues.

Willingness to work flexible hours and adjust schedule on a weekly basis including some evenings and weekends.

Demonstrated ability to manage multiple tasks and manage time successfully

Documentation Skills, including data input, Meeting Planning, Telephone Skills.

Office Experience - General, PC Proficiency, Word and/or WordPerfect proficiency, PowerPoint, Excel and Outlook

Bilingual skills and bicultural experience strongly preferred.

Verbal Communication, Internal Communications, Dependability, Professionalism, Interpersonal Skills.

Salary Range

Starting salary commensurate with experience --with parish benefits, paid health for employee, parish retirement benefits.