



Office of the State's Attorney for Baltimore City

Position Announcement: Victim/Witness Advocate for the Domestic Violence Unit (Grant Funded)

Job Description:

The Office of the State's Attorney is seeking to fill the position of Victim/Witness Advocate for the Domestic Violence Unit in District Court. This is a two-year, grant funded position.

The advocate hired will work closely with the Assistant State's Attorneys in the Domestic Violence Unit in District Court as well as with the Victim/Witness Advocate who handles Special Victim cases in the Misdemeanor Jury Trial Unit in Circuit Court. The advocate will be responsible for the following duties:

- Identifying and contacting victims of domestic violence, sexual assault and child abuse and witnesses for purposes of outreach
- Interviewing victims and witnesses to assess the impact of crime, assess threat level on a preliminary basis for further referral, identify the need for socioeconomic, emotional support, and health resources and refer victims and witnesses to outside agencies where appropriate (i.e., Department of Social Service, Social Security, etc.)
- Educating victims of domestic violence about protective and peace orders
- Coordinating interviews with victims and witnesses and the Assistant State's Attorney
- Communicating with the Misdemeanor Jury Trial Victim/Witness Advocate for Special Victim cases to ensure misdemeanor Assistant State's Attorneys have accurate victim contact information
- Maintaining on-going communication with victims and witnesses to ensure understanding of the process and appearance in court, including but not limited to explaining the judicial process and their rights throughout the judicial process as well as emphasizing the importance of appearing in court to testify
- Ensuring timely delivery of documents to victims and witnesses including but not limited to Crime Victim Notification Forms, Criminal Injury Compensation Board Forms, restitution requests and other documentation
- Providing regular trial and case status updates
- Addressing safety and post-trial concerns
- Facilitating court appearances
- Arranging for transportation when needed
- Accompanying victims and witnesses to court upon request
- Assisting with victim impact statements

- Maintaining monthly statistics on all victims and witnesses served
- Attending trainings to further develop the skills and best practices for the Division

This full-time position is located at 1400 E North Ave, Baltimore, MD 21213. The selected candidate will be expected to start within 30 days of offer.

Education/Experience:

Applicants must possess at least a Bachelor's degree; preferred majors include social work, criminal justice, psychology, sociology or a related field. Applicants must have at least one year of experience working with victims of crime. Applicants must have either completed or be willing to attend the Roper Victim Assistance Training Academy and obtain their Maryland Victim Assistance Certification within one year of their date of hire.

Qualifications:

Experience in the criminal justice system and/or working for a law enforcement or public safety agency is preferred. Applicants must be able to establish and maintain effective working relationships with community members, law enforcement professionals, courtroom staff, coworkers and members of the public. Applicants must be able to multi-task and work in stressful, fast-paced situations. Basic computer skills including proficiency in Microsoft Office required. Selected candidates will be required to submit to drug and alcohol testing as well as a criminal background check before starting employment.

Salary: \$44,858-\$54,520 depending upon experience. Benefits are associated with this position.

To Apply:

All interested persons should email resume and cover letter to resume@stattorney.org by Tuesday, January 3, 2017. Please use "Victim/Witness Advocate Domestic Violence Unit" as the subject reference of your email and in your cover letter. Documents must be in pdf or Word format.

THE OFFICE OF THE STATE'S ATTORNEY IS AN EQUAL OPPORTUNITY EMPLOYER.