

VICTIM ADVOCATE/GRANT ACCOUNTANT

Working Job Title
Counselor / Advocate

Department
Victim / Witness
Assistance

Work Location
Court House

Work Schedule
35 hours per week

General Statement of Duties

Works under the supervision of the Director and Assistant Director of Victim Services and providing direct services to victims of crime.

Experience and Training Qualifications

Associate's Degree or Higher in Criminal Justice, Accounting, Psychology, Social Work, or related fields. Prior Work Experience May also be substituted. Accounting experience necessary.

Computer experience with word processing is necessary for typing grant applications, letters, forms, and more.

10 Hours of Training is required for this position each year which requires travel to State College and Harrisburg for 2 and 3 day conferences. You must be able to attend trainings to maintain this position.

Duties:

- 1) Assist the Director in the writing and submission of VOCA and RASA Grant Applications, Budgets, and Fiscal Reporting.**
- 2) Assist the Director in management of all the VOCA and RASA Cost Centers including: County Budgets, Revenue Deposits and Accounts Payable.**
- 3) Intake and assessment of crime victims at all preliminary hearings, including Counseling (RASA VOCA), Follow Up Counseling (RASA VOCA), Personal Advocacy (RASA VOCA), Case Management (RASA VOCA), and information on victim's options and rights (RASA VOCA).**
- 4) Court accompaniment at all stages of the criminal justice system including the preliminary hearing, pre-trials, trials, and sentencing. (RASA VOCA)**
- 5) Crisis intervention and empathy counseling via telephone or at court proceedings.(RASA VOCA)**
- 6) Criminal Justice Support and Advocacy at all stages including post-sentencing, services and support. (RASA VOCA)**
- 7) Enrollment in the Jail Notification Release Program for all victims of personal injury crimes who's offender is serving in the county jail. (RASA)**
- 8) Enrollment in the PA State Correctional Release Program for all victims of personal injury crimes who's offender is serving in a State Institution. (RASA)**

9) Assistance with preparation and submission of Victim Impact Statements to be considered at the time of sentencing. (RASA VOCA)

10) Assist victim in filing Compensation Claims, including assistance with application forms and procedures, obtaining necessary documentation, checking on claim status and follow up until claims are awarded (RASA VOCA)

11) Employee/Creditor intervention with creditor or employees on behalf of victims pertaining to VCAP Claims and attending court proceedings. (RASA)

12) Provide information and referral to other community agencies that offer services to victims of crime, in person or via telephone. (RASA VOCA)

Signed

Date