

NOTICE OF JOB OPENING
MILAM COUNTY DISTRICT ATTORNEY'S OFFICE

Position:

Victim Assistance Coordinator (Grant Funded)
Position is full time.

Description:

This position is responsible for initial contact with victims after charges have been filed with the District Attorney's office; interviews victims and/or witnesses; provides crisis intervention counseling; serves as Liaison between victims and prosecutors; assists victims with case status, Crime Victims' Compensation, Victim Impact Statements, and Crime Loss forms; explains and answers questions (via phone, mail, and in-person) about the criminal justice system; accompany victims to court and to meetings with prosecutors; provides referrals to social service agencies in the community; assists with training officers on victims' issues, family violence, or working with individuals with mental or emotional illnesses or learning disabilities; and networks with federal, state, regional, and local public and private entities to advocate for victims of crimes. Performs other related duties as assigned.

Requirements:

This position requires knowledge of counseling practices, procedures, methods and techniques related to the identification, interviewing, crisis intervention and support of victims and/or witnesses of domestic violence or criminal activities. Position also requires ability to communicate effectively orally and in writing; and the ability to maintain effective working relationships with co-workers and the public. Must possess and maintain a valid Texas Driver's License with an acceptable driving record.

Pay:

Pay will be based on qualifications and discussed upon interview.

To apply:

Interested applicants may email a current resume to the email address listed below:

Email: daoffice@milamcounty.net

Milam County is an Equal Opportunity Employer.