

Grant County Prosecutor's Office Job Description

Victim Assistance Coordinator (VAC)

Job Description: A Victim Assistance Coordinator (VAC) performs highly interactive duties working directly with victims by assisting them to better understand the criminal justice system and by providing service referrals as appropriate. The VAC's duties include: being a liaison between victims, Prosecution, and Court staff; accompanying victims to court proceedings and informing them about their constitutional and statutory mandated victims' rights; notifying victims about restitution eligibility and other economic recovery options available; processing restitution requests and victim impact statements; assisting victims with securing Orders of Protection and Injunctions against criminal cases that may require it such as Stalking and Harassment; assessing the needs of victims and acting as a resource for community service referrals; and engaging in follow-up contact, as needed, with crime victims after case disposition. The VAC's duties involve data entry and attention to detail including: thorough case documentation, using both paper-based and computer automated case management systems; maintaining statistical records on victims served and services provided; and working with the prosecuting attorneys and staff to improve services to victims. The VAC recommends policy and procedure revisions as deemed necessary to improve the work environment and assists in the training of volunteer staff in Victim Services. The VAC provides training on victim rights and crime victim related issues, facilitates victim related community outreach activities, and performs other duties as assigned.

Base salary is \$52,000 – from grants

Grant County is an Equal Opportunity Employer