

**HIDALGO COUNTY CRIMINAL DISTRICT ATTORNEY
VICTIM ASSISTANCE COORDINATOR
JOB DESCRIPTION**

Job Description: Coordinates support services and information to crime victims, and their families in compliance with the Texas Code of Criminal Procedure; Ensures that crime victims and/or their families are afforded the rights granted to victims by the Texas Code of Criminal Procedure. Prepares all needed information required for presentation of the victim's court case. Position requires a high level of confidentiality. Under the supervision of the Hidalgo County Criminal District Attorney's Office: Victims Unit Program Director

Examples of Work Performed:

1. Coordinates with local community agencies and other victim advocacies to ensure victims are aware of their rights
2. Assists attorneys with case staffing; ensures all cases are assigned as necessary
3. Assist victims with completion of Victim Impact Statement, Crime Victims' Compensation applications or Crime Loss forms and other related forms
4. Coordinate the gathering and submission of information for payment of medical examinations under the Texas Code of Criminal Procedures for victims
5. Assists in providing crisis counseling as necessary
6. Refer victims or their families to social service agencies that may offer additional assistance
7. Duties may require travel to and from different locations inside and outside the County of Hidalgo for the purpose of interviewing and gathering information from a victim
8. Responsible for protecting the rights of the victim and survivors of violent crimes
9. Performs related work as assigned

Experience and/or Education:

1. Bachelor's degree in psychology, social work, criminal justice or related field or
2. Five years experience in a social service agency, preferably dealing with sexual assault and domestic violence issues
3. Experience and ability to respond in a supportive way to people in crisis
4. Knowledge of domestic violence and sexual assault
5. Working knowledge of Texas laws pertaining to domestic violence and sexual assault, as well as the justice system's response to these crimes
6. Familiarity with the network of social and legal services, resources and procedures available in Hidalgo County area

Other Requirements:

1. Adequate personal health, social maturity, and emotional stability to fulfill the functions of the position

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2. Must follow strict rules regarding the gathering, decimating, and storage sensitive crime victims" documents, reports, and other information
3. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations
4. Ability to read, write and speak both English and Spanish
5. Ability to write generalized report
6. Excellent interviewing and counseling skills
7. Ability to plan and organize effectively
9. Ability to establish and maintain effective working relationships with other county employees and officials, representatives of victim/witness advocacy and assistance groups, court personnel, attorneys and the general public
10. Ability to effectively present information and respond to questions from groups, supervisors and the general public
11. Ability to maintain full confidentiality concerning victims and their families
12. Ability to respond with sensitivity and awareness to victims of crime
13. Experience preparing summary reports, chronologies, and analyses of medical records

Computer Skills

1. Must have some personal computer knowledge
2. Ability to learn new computer software
3. Must be familiar with MS Windows products
4. Must have experience with word processing and general knowledge of personal computers
5. Computer proficiency in Microsoft Word, Excel and Publisher and be familiar with other MS Windows products and related software
6. Comfortable using newer technologies such as governmental apps and databases

Certifications

1. Registration, Certification, and Licensure Applicant must have a current valid Texas operator's driver's license
2. Must be able to be insured by the County's insurance carrier

THIS IS A SECURITY SENSITIVE POSITION –

1. Position requires gathering, disseminating and storing sensitive crime victim's documents and offense reports .*BACKGROUND INVESTIGATION IS REQUIRED FOR THIS POSITION*