



## BALTIMORE POLICE DEPARTMENT POSITION POSTING

### **Victim Witness Coordinator (One-year grant funded)**

The Baltimore Police Department is currently recruiting for a grant funded Victim Witness Coordinator to join the Homicide Section. The successful candidate will work closely with Homicide Detectives who are assigned to our Cold Case Unit and provide comprehensive services to family members of our murdered victims along with any follow-up information pertaining to their loved ones case. VWC's will follow up with Cold Case victim families to support the next of kin or family in understanding the next steps and connecting them to needed resources. VWC will offer immediate crisis intervention to any family members who are in need as well as connect them with our other partners who have access to other resources families may need. Because a VWC is available detectives can focus their attention on the investigation, while the VWC turns to the family's needs. VWC will also serve as a liaison to our grievance partners and other organization that assist families in coping through this process.

In addition to above referenced objectives as a VWC, you will:

- Provide instruction on how one can obtain crisis counseling, safely and resource identification to the immediate family members of victims who have been murdered.
- Assist families of victims to understand legal jargon and if necessary accompany them to court for moral support.
- Accompany detectives and officers as needed to the homes of the victims to assist with follow-up and ensuring that victims are offered services.
- Accompany families' of victims to court for hearings and criminal proceedings while offering support throughout the court process.
- Conduct direct line communications with victims for annual notifications in an effort to reveal case follow-up and serve as a liaison for the Homicide Section.
- Serve as an intricate part by working closely with detectives and police officers to assist family members of Homicide victims.
- Maintain follow- up information for annual notification for families.
- When applicable assist family members of victims in obtaining emergency shelter and housing by working with the departments Witness Relocation Unit
- Networking and building rappsots with other bereavement programs in an attempt to fully service the needs of the victim's family.
- Become an active liaison with other grievance organization and attend meetings when necessary.

The successful candidate should possess the following qualifications:

- ✓ Bachelor's degree in Criminal Justice, Social Work (BSW), Human Services, or any other social justice related field (preferred but not required)
- ✓ At least one (1) year experience providing services to victims of crimes or working within the criminal justice arena
- ✓ Ability to pass a background check (no criminal convictions), drug test and polygraph exam
- ✓ A valid driver's license with a good driving record
- ✓ Ability to work independently and as part of a team
- ✓ Ability to establish a professional rapport with police personnel, supervisors, the community and outside bereavement programs
- ✓ Professional demeanor and appearance

Qualified applicants must submit a cover letter, resume and three (3) professional references to the Homicide Section, Sgt. Ebony Lee at [ebony.lee@baltimorepolice.org](mailto:ebony.lee@baltimorepolice.org). Position will remain posted until filled.

***This is a non-civil service one-year grant funded position. Future funding for this position is not guaranteed.*** This position offers a salary of \$45,000 with benefits. Position will remain posted until filled.

This is not a sworn position. While we are appreciative of all applicants, only candidates selected for interviews will be contacted. Individuals under final consideration for appointment to this position will be required to submit to drug and alcohol screening and criminal background check.

BPD is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, color, religion, creed, gender, national origin, age, disability, sexual orientation, protected veteran status or any other legally protected status.

**This is a Grant Funded position**