



Office of the State's Attorney for Baltimore City

Position Announcement: Bilingual Victim/Witness Advocate (Grant Funded)

Job Description:

The Office of the State's Attorney is seeking to fill the position of Bilingual Victim/Witness Advocate for the Victim/Witness Waiting Room in the Clarence Mitchell Courthouse. This is a two-year, grant funded position.

The advocate hired will work closely with the Victim/Witness Services and Relocation staff in the Victim/Witness Waiting Room to serve victims and witnesses of crime. The advocate will also work with staff from the Baltimore City Police Department's Witness Relocation Unit, Assistant State's Attorneys assigned to Circuit Court and staff from additional outside agencies. This hire will be responsible for the following duties:

- Identifying and responding to the diverse cultural needs of each victim of crime
- Informing victims and witnesses of proceedings within the criminal justice system, explaining their rights throughout the judicial process and the importance of appearing in court
- Providing Assistant State's Attorneys with translation services as needed
- Providing court escort services as needed
- Providing information and referrals to victims and witnesses and notifying them of available appropriate resources (i.e., protective orders, referrals to Department of Social Service, Social Security, etc.)
- Assisting victims with applying for financial assistance (Criminal Injuries Compensation, Victim's Emergency Fund, etc.)
- Assisting with registering victims and witnesses subpoenaed for court
- Assisting victims with completing Crime Victim Notification Forms, VINE and Criminal Injuries Compensation Providing regular trial and case status updates
- Arranging for transportation when needed
- Assisting with victim impact statements
- Interviewing and assessing the needs of victims and witnesses of intimidation
- Facilitating emergency and permanent relocation of victims and witnesses
- Creating and maintaining a Victim Service directory specifically for the Latino community
- Maintaining monthly statistics on all victims and witnesses served
- Attending trainings to further develop the skills and best practices for the Division

This full-time position is located at 111 N Calvert St, Baltimore, MD 21202.

Education/Experience:

Applicants must possess at least a Bachelor's degree; preferred majors include social work, criminal justice, psychology, sociology or a related field. Applicants must have at least one year of experience working with victims of crime. Applicants must have either completed or be willing to attend the Roper Victim Assistance Training Academy and obtain their Maryland Victim Assistance Certification within one year of their date of hire.

Qualifications:

Applicants must be fluent in English and Spanish. Experience in the criminal justice system and/or working for a law enforcement or public safety agency is preferred. Applicants must be able to establish and maintain effective working relationships with community members, law enforcement professionals, courtroom staff, coworkers and members of the public. Applicants must be able to multi-task and work in stressful, fast-paced situations. Basic computer skills including proficiency in Microsoft Office required. Selected candidates will be required to submit to drug and alcohol testing as well as a criminal background check before starting employment.

Salary: \$44,858-\$54,520 depending upon experience. Benefits are associated with this position.

To Apply:

All interested persons should email resume and cover letter to resume@statorney.org by Tuesday, January 3, 2017. Please use "Bilingual Victim/Witness Advocate" as the subject reference of your email and in your cover letter. Documents must be in pdf or Word format.

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