## Deputy Director of Victim/Witness Advocate Division (SAO) 80242 Grade: 8

**FLSA:** Non-Exempt

**Revision Date: 12/23**

**Job Summary:** The Deputy Director of Victim/Witness Advocate Division (SAO) plays a mid-level leadership role within the State's Attorney's Office, assisting the Director with all aspects of the victim/witness advocacy program. This position requires an experienced and compassionate professional who can effectively support a team of advocates, help develop and implement policies and procedures, and collaborate with various stakeholders to ensure the provision of comprehensive services to victims and witnesses of crimes.

## Essential Functions:

1. Work under the Director of Victim/Witness Advocate Division to facilitate the day-to-day management of the State’s Attorney’s Office victim/witness advocacy program.
2. Develop, implement, and oversee the program policies and procedures of the victim/witness advocacy program.
3. Collaborate with a team of victim/witness advocate coordinators, ensuring the delivery of high-quality services and adherence to best practices and ethical standards.
4. Provide leadership and guidance to the team of victim coordinators, fostering a supportive and professional work environment.
5. Collaborate with prosecutors, law enforcement agencies, and community partners to establish and maintain effective working relationships, fostering a coordinated response to the needs of victims and witnesses.
6. Conduct regular assessments of the program’s performance and impact.
7. Provide direct assistance and support to victims and witnesses, offering guidance on legal processes, available resources, and ensuring their rights are protected.
8. Assist Director of Victim/Witness Advocate Division in representing the State's Attorney's Office in meetings, conferences, and collaborative efforts related to victim/witness advocacy.
9. Stay updated on current laws, research, legislation, and trends in victim/witness advocacy and related fields to ensure the program remains current and effective in meeting the needs of crime victims.
10. Performs other duties as assigned.

## Required Knowledge, Skills, and Abilities:

1. In-depth knowledge of victim/witness rights, legal processes, and the criminal justice system.
2. Strong understanding of trauma-informed care principles and the impact of crime on victims

and witnesses.

1. Proven leadership and management skills, with the ability to motivate and guide a team effectively.
2. Excellent interpersonal and communication skills, with the ability to build collaborative relationships and engage with diverse stakeholders.
3. Sound judgment and decision-making abilities, particularly in complex and sensitive situations.
4. Strong organizational and project management skills, with attention to detail and the ability

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1. to manage multiple priorities.
2. Proficient in data analysis and the ability to utilize data to inform program development and measure outcomes.
3. Ability to work independently, demonstrate initiative, and exercise discretion and confidentiality.
4. Proficient computer skills, including knowledge of word processing, database management, and other relevant software applications.

## Education and Experience:

* 1. Bachelor's degree in social work, psychology, criminal justice, or a related field is required.
	2. Some experience in victim/witness advocacy.
	3. Demonstrated knowledge of local, state, and federal laws and regulations related to victims' rights and services.
	4. Training or certification in victim advocacy, trauma-informed care, or related areas is highly desirable.
	5. Legal experience and familiarity with the Maryland Courts system is highly desirable.

## Physical and Environmental Conditions:

Work requires no unusual demand for physical effort.

Work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., aggressive human behavior.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

# HR Representative Date

Your signature below indicates that you have received a copy of this position description.

Employee’s Signature Date