# Director of Victim/Witness Advocate Division (SAO) 80241

**Grade: 9**

**FLSA: Exempt**

**Revision Date: 07/23**

**Job Summary:** The Director of Victim/Witness Advocate Division (SAO) plays a crucial leadership role within the State's Attorney's Office, overseeing and managing all aspects of the victim/witness advocacy program. This position requires a highly experienced and compassionate professional who can effectively guide and support a team of advocates, 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. Develop, implement, and oversee the strategic vision and goals of the victim/witness advocacy program, aligning with the overall mission of the State's Attorney's Office.
2. Provide leadership and supervision to a team of victim/witness advocate coordinators, ensuring the delivery of high-quality services and adherence to best practices and ethical standards.
3. 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.
4. Develop and enforce policies, procedures, and protocols for victim/witness advocacy services, ensuring compliance with relevant laws, regulations, and ethical guidelines.
5. Monitor and evaluate the effectiveness of the victim/witness advocacy program, utilizing data and feedback to identify areas for improvement and make strategic recommendations.
6. Oversee the development and management of the program's budget, ensuring the responsible allocation of resources to meet the needs of victims and witnesses.
7. Provide direct assistance and support to victims and witnesses in complex or high-profile cases, offering guidance on legal processes, available resources, and ensuring their rights are protected.
8. Represent the State's Attorney's Office in meetings, conferences, and collaborative efforts related to victim/witness advocacy, advocating for the needs and rights of victims and witnesses.
9. Develop and deliver training programs and educational materials for staff, law enforcement agencies, legal professionals, and community organizations on victim/witness rights, trauma-informed practices, and best practices in advocacy.
10. Stay updated on current laws, research, legislation, and trends in victim/witness advocacy and related fields, integrating this knowledge into program development and service delivery.
11. Supervises Victim Witness Advocate Coordinator staff providing training and oversight of their work performance,
12. 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.
3. Proven leadership and management skills, with the ability to motivate and guide a team effectively.
4. Excellent interpersonal and communication skills, with the ability to build collaborative relationships and engage with diverse stakeholders.
5. Sound judgment and decision-making abilities, particularly in complex and sensitive situations.
6. Strong organizational and project management skills, with attention to detail and the ability to manage multiple priorities.
7. Proficient in data analysis and the ability to utilize data to inform program development and measure outcomes.
8. Ability to work independently, demonstrate initiative, and exercise discretion and confidentiality.
9. 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. A Master's degree is preferred.
2. Extensive experience in victim/witness advocacy. 10 years of progressively responsible leadership roles experience preferred.
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.

**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.

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HR Representative Date

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

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Employee’s Signature Date