



**Madison County Prosecutor's Office**

**Title: Victim Witness Advocate**

**Office Assignment: Victim Witness Division**

<b>EMPLOYMENT:</b>	Full-time	<b>REPORTS TO:</b>	Prosecuting Attorney Chief Assistant Prosecutor Office Administrator Victim Witness Director
<b>CIVIL SERVICE STATUS:</b>	Unclassified	<b>FLSA STATUS:</b>	Non-Exempt
<b>BENEFITS:</b>	Eligible	<b>SALARY:</b>	\$40,000 annually, or higher commensurate with experience/education
<b>POSTED:</b>	5/9/22	<b>DEADLINE</b>	Until filled

**Position Overview:**

Victim Witness Advocates take practical, emotional, and legal avenues to support the victims and witnesses of crime within Madison County, Ohio.

**Qualifications:**

- Must have a high school diploma or equivalent
- A Bachelor's Degree or equivalent in the following fields is preferred: Criminal Justice, Social Work, Sociology, Psychology, Counseling, Behavioral Science, or a closely related field
- Must maintain twenty-four (24) hours of bi-yearly training with the Ohio Victim Witness Association (OVWA)
- Prior Experience working with victims of crime is preferred

**Responsibilities Include (but are not limited to):**

- Perform any task assigned or requested by a supervisor
- Provide services for victims and law enforcement to give options for crime victims immediately following the crime and to offer emotional support and crisis intervention

- Provide information to victims regarding the court process, legal terminology, and victim's rights
- Safety planning
- Provide victims with continued updates on criminal cases (i.e., arraignments, bond hearings, pretrial hearings, sentencing hearings, prison placement, prison releases, etc.)
- Provide assistance with preparation of Victim Impact Statements
- Aid in paperwork and filing of Temporary protection Orders, Civil Protections Orders and Civil Stalking Orders
- Assist victims in obtaining legal counsel for civil matters (CPO, CSPO, Custody, Divorce)
- Act as a liaison between victims and prosecutors
- Accompaniment during interviews and court appearances (or attend court on victim's behalf)
- Aid in interactions with law enforcement
- Provide courtroom orientation and pretrial preparation to victims needing to testify
- Provide assistance with information, application and document collection for Crime Victim Compensation and Restitution
- Notification through VINE and ODRC for jail and prison release of offenders
- Provide referrals to and coordinate services with agencies that provide food, shelter, support groups, medical care, and crisis / emergency intervention
- Provide supervisor(s) with all up to date statistics on services provided to victims for Ohio State Law Enforcement records as well as grant funding

**To Apply:**

No phone calls. Please send resume to Nicholas Adkins, Madison County Prosecutor, 59 N. Main Street, London, OH 43140, or by email to [Luana.Barker@madison.oh.gov](mailto:Luana.Barker@madison.oh.gov).