

## JOB POSTING

Position: Victim Assistance FLSA status: Non-exempt  
Department: Madison County Sheriff's Department  
Employment Status: part time  
Work schedule: Monday-Friday with some evening availability some weekends and on call

### **JOB DESCRIPTION:**

Victim Assistance- Provides direct services to victims' of crime for the Madison County Sheriff's Department and is available to assist other county agencies upon request.  
Responsible for all aspects of the program designed to provide physical and emotional assistance and support to crime victims.

### **DUTIES:**

FOLLOW-UP CONTACT: Phone clients to determine their needs and provide referrals and case status information.

CRISIS INTERVENTION: Available to be called out on sexual assault, domestic battery and other situations when victims need emotional support, advocacy and information.

TRANSPORTATION: Transport clients to station, shelter, and court.

COURT ACCOMPANIMENT: Accompany clients to court for trials and to protective order hearings as available.

DOCUMENTATION: Provide written documentation to victim advocate coordinator of services rendered.

REQUIREMENTS: Local volunteer advocacy training required. Continuing education in victim advocacy is encouraged.

### **JOB REQUIREMENTS**

High school diploma or GED.

Valid Driver's license and demonstrates safe driving record.

Ability to effectively communicate with law enforcement, court officials, co-workers, attorneys and the general public during situations of potential conflict.

Ability to maintain accurate records and prepare factual reports.

Ability to utilize standard office equipment.

### **PREFERRED QUALIFICATIONS (but not required)**

Completed courses in social work, psychology, criminal justice or similar field.

Knowledge of crisis intervention techniques.

Experience working with victims of domestic/sexual assault or experience public service.

Knowledge of local, state and federal domestic violence service systems, policies and issues.

**The Madison County Sheriff's Department is accepting applications for a Part Time Victim Assistance Provider. If you are interested please submit an application to the Madison County Sheriff's Department.**

**All applications must be submitted by December 5, 2016 by 8:00a.m.**

**You may pick up an application by visiting our Records department at 720 Central Ave .Anderson, IN.**

**Submit all applications to the attention of Gay Doss, Victim Assistance Program Coordinator.**