

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

6 DIRECT SERVICE ADVOCATE – VICTIM WITNESS
\$21.43/hr – 40 hours/week.

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 08/08/2025

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: **DIRECT SERVICE ADVOCATE – VICTIM WITNESS**

PURPOSE OF CLASSIFICATION

The purpose of this level of classification is to provide the services required under the STOP Violence Against Women Formula Grant Program in the Victim/Witness Assistance Program. They include but are not limited to; assessing the immediate needs of victims/witnesses, significant others, and assisting them through out the Criminal Justice Process. This level of employment will be responsible to the Director of Victim Services.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

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Provide early intervention and counseling services for victims/witnesses and significant others.

Follow-Up on referrals from Law Enforcement and other agencies to assess victims' immediate and long term needs.

Make appropriate referrals to other community agencies as needed or requested, in person or via the telephone.

Provide orientation for court proceedings at District Justice level and at the Court of Common Pleas on a priority basis.

Provide accompaniment to District Justice level preliminary hearings and Criminal Court proceedings or interviews on a priority basis.

Provide advocacy to victims/witnesses/significant others when dealing with employers, creditors and schools.

Assist victims with Crime Victims' Compensation claims for financial reimbursements when eligible.

Maintain statistics and service files by program requirements.

Manages an assigned caseload of adult victims/witnesses and significant others, prepares/maintains contact sheet and documents all contacts and services provided with victims/witnesses and significant others.

Work with other jurisdictions when cases are transferred into or out of our County when assisting victims/witnesses and significant others.

Communicates with supervisor, employees, other departments, law enforcement agencies, victims/witnesses/significant others, attorneys, court personnel, counselors, medical personnel, insurance companies,

state board of probation and parole, county prison, outside agencies, the public and other individuals as needed to coordinate work related activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations, reads professional literature; maintains professional affiliations; attends workshops and trainings sessions as appropriate.

Processes a variety of documentations associated with departmental operations, per established procedures and within designated timeframes, distributes documentation or retains records as needed.

Prepares or completes various forms, reports, correspondence, case notes, crime victim compensation claims, statistics, or other documents.

Receives various forms, reports, correspondence, lists, insurance letters for restitution, victim impact statements, victim response forms, photographs, affidavits, police reports, court orders, criminal complaints, medical records, psychiatric evaluations, laws, codes, rules, regulations, policies, procedures, manuals, reference materials, directories, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a variety of machinery, equipment associated with department activities, which includes a motor vehicle, copy machine, facsimile machine, calculator, telephone.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes databases, scheduling, graphics, e-mail, or other software programs; maintains computerized database of Victim/Witness data.

ADDITIONAL FUNCTIONS:

Provide assistance or coverage to other employees as needed.

Performs other related duties as required

MINIMUM QUALIFICATIONS

Must obtain Act 33 (child abuse) clearance. Degree in criminal justice, sociology, psychology or related field, OR related combination of education and experience, including life experience. A solid understanding of the criminal justice system and the dynamics of victimization. The ability to work with diverse populations, outside service providers, law enforcement, and officers of the court. Computer literate, proficient in office applications. Must possess a valid driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, *maneuver* and/or control the actions of equipment, machinery, tools, and/or materials used in performing

essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplications, and division.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgement, to adopt or modify methods and standards to meet variations in assigned objectives.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Require the ability to work in all weather conditions: rain, snow, heat and cold.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.