



STARKE COUNTY,
INDIANA

STARKE COUNTY PROSECUTING ATTORNEY
44th Judicial Circuit

Leslie A. Baker
Prosecuting Attorney

Courthouse
53 West Washington Street
Knox, Indiana 46534

John M. Acosta Jr.
Chief Deputy

Child Support/Paternity
Phone: (574) 772-6488
Fax: (574) 772-4664

Victims Assistance
Phone: (574) 772-7756
Fax: (574) 772-4664

POSITION: Victim Advocate

DEPARTMENT: Prosecutor **WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F

JOB DATE WRITTEN: May 21, 2019

STATUS: Full-time

DUTIES: Provides direct services on a continuing basis to adult and child victims of criminal acts. Assists victims, families, and care givers by offering supportive counseling, crisis counseling, and referrals to appropriate support services. Interviews and interacts with victims as necessary, maintaining appropriate contact with victims, families, or care givers regarding law enforcement and prosecutorial information. Prepares victims for court appearances, hearings, depositions, trials, and victim impact statements. Provides victim input to Prosecuting Attorneys regarding possible plea agreements or trial preparation. Provides victim input to law enforcement as appropriate. Assists Prosecuting Attorneys as requested with trial preparation. Researches and provides relevant information to victims regarding law enforcement, court and prosecutorial procedures, and case status. Sends written victim notification regarding plea offers negotiated by Prosecuting Attorneys, defendants, and their attorneys. Serves as liaison between victims and Department of Child Services, Prosecuting Attorneys, and law enforcement agencies. Interviews victims and witnesses as requested. Refers victims to law enforcement and assists victims by supporting and providing education related to the criminal justice process. Regularly assess individuals under potentially stressful situations and exercises independent judgment in making recommendations and referrals to victims in situations where facts are not or certain. Provides emergency crisis intervention to victims during various police actions for offenses including but not limited to sexual assaults, domestic violence, child abuse, alcohol abuse, drug raids, and homicides. Assists victims in filing for and obtaining account status from the Indiana Violent Crime Compensation Fund. Assists victims with filing orders of protection. Assists with developing community awareness programs related to awareness of victim services to community organizations, schools, medical personnel, law enforcement agencies, and victim support agencies. Attends workshops and training programs, relating to topics including but not limited to victims' rights, crisis counseling, child abuse prevention, domestic violence, sexual assault, and updates on Violent Crime Compensation Fund and orders of protection. Assists in providing annual mandatory domestic violence training for law enforcement

officers. Serves as an active member of the Domestic Violence Task Force and other community organizations to improve services to victims. Attends Child Protective Team meetings and Child Fatality Team meetings. Creates and updates written materials to assist crime victims. Maintains daily statistical information on each victim and number of victim contacts for grant purposes. Completes biannual grant report including statistical narrative updates as required. Collaborates with Victim Advocate Division Supervisor during annual grant renewal process. Assists other department personnel as needed or assigned. Assists Adult Protective Services as requested, including interviewing victims and witnesses as requested. Serves on 24-hour call for emergencies and to assist victims in crisis. Performs related duties as assigned.

JOB REQUIREMENTS: Baccalaureate Degree in Social Sciences or related field preferred. Thorough knowledge of all legal, health, and social services available to County residents, with ability to make referrals, coordinate services, and monitor appropriateness and effectiveness of assistance provided. Working knowledge of County Court system, with ability to effectively assist attorneys with preparation of cases as directed. Working knowledge of standard office procedures and computer software programs used by the Prosecutor's Office, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations. Working knowledge of Standard English grammar, spelling and punctuation and ability to prepare detailed written reports, maintain complete and accurate case files, and plan and present public speaking presentations. Ability to properly operate standard office equipment, such as computer, typewriter, calculator, copy machine, fax machine, telephone, mobile telephones, and pager. Ability to provide public access to or maintain confidentiality of department information and records according to state requirements. Ability to meet all department hiring and retention requirements, and ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct. Ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement agencies, other Prosecuting Attorney offices, other Victim Advocate offices, Department of Child Services, social service agencies, local hospitals, advocacy centers, various detention facilities, clients and their families, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities. Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons. Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions and under time pressure from formal schedules and deadlines. Ability to perform arithmetic additions/subtractions and prepare statistical reports as required. Ability to testify in legal proceedings as required. Ability to occasionally work extended, weekend, and evening hours, and travel out of town for training and meetings, sometimes overnight. Ability to serve on 24-hour call for emergencies and respond swiftly and rationally to emergencies from off-duty status. Possession of a valid Indiana driver's license and a demonstrated safe driving record.