



## **NORTHWESTERN DISTRICT ATTORNEY – JOB POSTING**

**DATE:**                    **JANUARY, 2017**

**POSITION TITLE:**     **VICTIM ADVOCATE - (2 Year Position)**

### **MAIN FUNCTIONS:**

Primarily responsible for the provision of information, support and advocacy services for victims, witnesses and survivors throughout the criminal justice process by ensuring the delivery of mandated rights enumerated in M.G.L Chapter 258B.

### **DUTIES & RESPONSIBILITIES:**

- Compliance with the Victim Bill of Rights pursuant to M.G.L c. 258B including notification of all court hearings, postponements and continuances
- Provide information and assistance to victims regarding their right to provide a Victim Impact Statement to the court
- To offer direct services to victims, witnesses and survivors including crisis intervention, assessment and evaluation of needs for referrals, orientation of court procedures and accompaniment to court
- Maintain case files in a manner commensurate with office policy
- Document all case activity
- Maintain ongoing communication with Assistant District Attorneys on mutual cases regarding case status, victim concerns and input
- Establish positive relationships with outside service providers, other law enforcement agencies and court personnel for consultation and cooperation
- Participate in Outreach and Public Awareness Education as required
- Perform any other duties as required

### **QUALIFICATIONS:**

- Bachelor's degree in social services, criminal justice or related field
- Knowledge and experience in Criminal Justice System or direct victim services a plus
- Excellent writing and communication skills
- Bilingual Spanish fluency

**SALARY:** Starting salary \$27,000- \$32,000 plus medical and other employee benefits.

### **APPLICATION DETAILS:**

**Deadline to submit applications: January 25, 2017.** Applicants must submit cover letter, resume and NWDA Employment Application Form, (form located on [www.northwesternnda.org](http://www.northwesternnda.org)) to [martha.murphy-kane@state.ma.us](mailto:martha.murphy-kane@state.ma.us)