

## **Jefferson County Assistant Victim Advocate**

**Salary:** \$30,000 – \$45,000 commensurate with experience

**Hours:** Full time 9 am – 5 pm, with occasional after hours

**Location:** Charles Town, with overnight travel 1 – 2 times per year

**Responsibilities:** The AVA will meet with, educate and regularly update crime victims regarding the status of pending criminal prosecutions, and assist victims in obtaining social services referrals, and crime victims' compensation. The AVA will accompany victims to meetings with the prosecutor and court hearings, assist with preparation of victim impact statements, and communicate with victims about hearings, pleas and trial prior to court proceedings. The AVA will also assist with recruiting, training and supervising interns and volunteers.

**Academic qualifications:** Bachelor's degree, preferably in social work or social sciences

### **Essential qualifications:**

- Personable and able to work well with the public and people in distress
- Computer literacy

**To apply, before September 14, 2016, send a resume with at least two references to:**

ATTN: Debra Young  
P. O. Box 729  
Charles Town, WV 25414

**OR send a PDF version of a resume with at least two references to:**

[dyoung@jeffersoncountywv.org](mailto:dyoung@jeffersoncountywv.org)