

Job Title	Victim Assistance Coordinator
Employer/ Agency	Harris County District Attorney's Office
Job Description	<ul style="list-style-type: none"> • Responsible for initial contact with victims after charges have been filed with the District Attorney's Office; • Serve as liaison between victims and prosecutors; • Assist victims with case status, Crime Victims' Compensation, and Victim Impact Statements; • Explain and answer questions about the criminal justice system; • Accompany victims to court and to meetings with prosecutors; • Provide referrals to social service agencies in the community; • Maintains community and law enforcement relationships; • Instruct victims and witnesses on courtroom procedures; • Prepare monthly statistical reports and quarterly reports per grant requirements. • Handle routine inquiries by phone or in person; • Other duties as assigned by Director or Assistant Director.
Qualifications	<ul style="list-style-type: none"> • Minimum of a Bachelor's Degree in Criminal Justice, Social Work, Psychology, Sociology, or related field; • Bilingual (Spanish/English speaking) Preferred, but not required; • Ability to communicate effectively in writing to produce clear correspondence, concise histories, and properly documented records and reports; • Ability to maintain effective working relationships with co-workers and the general public; • Excellent oral communication.
Salary/Hours	<ul style="list-style-type: none"> • Monday – Friday, 8:00am to 5:00pm. May be required to work more than 40 hours during the workweek. • Harris County benefits including Medical, Dental, Vision, and Retirement. • Two (2) weeks paid vacation per year; Three (3) hours paid sick leave earned per pay period.
Employer/Agency	Harris County District Attorney's Office
Address	1310 Prairie St., Suite 500
City, State, Zip	Houston, Texas 77002
Contact Person	Celeste Byrom

Contact Title	Director
Telephone Number	713-274-0250
Email Address	VictimAssistanceResumes@dao.hctx.net
Application Method	Please go to the Harris County District Attorney Webpage under careers and fill out the application for victim assistance coordinator and send to: VictimAssistanceResumes@dao.hctx.net
Opening Date	4/3/2018

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.