NORTHWESTERN DISTRICT ATTORNEY – JOB POSTING

DATE:   FEBRUARY, 2020

POSITION TITLE: VICTIM ADVOCATE

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:
• 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
• Provide information and assistance to victims regarding their right to provide a Victim Impact Statement to the court
• Compliance with the Victim Bill of Rights pursuant to M.G.L c. 258B including notification of all court hearings, postponements and continuances
• 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
• Maintain case files in a manner commensurate with office policy
• Document all case activity
• 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 strongly preferred

SALARY: Starting salary $32,000- $35,000 plus medical and other employee benefits.

APPLICATION DETAILS:
Applicants must submit cover letter, resume and NWDA Employment Application Form, (form located on www.northwesternda.org) to martha.murphy-kane@state.ma.us