

VICTIM ASSISTANCE COORDINATOR POSITION AVAILABLE

We are seeking a dedicated **Victim Assistance Coordinator** to provide compassionate and professional support to victims and witnesses involved in criminal cases. This role is critical in ensuring individuals understand their rights, receive necessary resources, and feel supported throughout the judicial process.

Key Responsibilities

- Serve as the primary point of contact for victims and witnesses in criminal cases.
 - Explain court procedures, timelines, and legal rights in clear, accessible language.
 - Coordinate services such as counseling, advocacy, and referrals to community resources.
 - Assist with preparation for testimony and accompany individuals to court.
 - Maintain accurate case documentation and confidentiality in compliance with legal standards.
 - Collaborate with prosecutors, law enforcement, and social service agencies to ensure comprehensive support.
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Preferred Qualifications

- **Education:** Degree in Social Work, Criminal Justice, Psychology, or related field
 - **Experience:** Prior experience in victim advocacy, social services, or criminal justice system.
 - Strong interpersonal and communication skills with the ability to work under pressure.
 - Knowledge of trauma-informed care and crisis intervention techniques.
 - Ability to work in a collaborative environment committed to justice and support.
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To Apply: Submit your resume and cover letter to Prosecuting Attorney Office, 506 S Main St, Monticello AR 71655 or email Lmayers@tenthdistrictpa.org.
