

Seneca County Victim Assistance Program
Position – Victim Advocate/ Municipal Court Advocacy

Office location: 79 South Washington Street, Tiffin

Courts: Tiffin-Fostoria Municipal Court (Tiffin & Fostoria Location)

Education: Associate Degree in Criminal Justice, Psychology, Social Science or related Degree or higher

Victim Advocacy Experience: preferable experience working and/or interning with Courts, Advocacy or Law Enforcement

Work schedule: Full time position, benefits available

8:30 am – 4:30 pm (Monday – Friday)

travel to Fostoria Municipal Court required- transportation provided

Hourly rate: \$15.50 - \$16.50 per hour depends on work experience and level of education

Nature of work

Seneca County Victim Assistance Program provides trauma-informed services to victims of crimes through criminal proceedings and outside of Court. We provide short/long term advocacy in person, via phone, text, etc., to address victimization and criminal process.

Job description:

- Provide victims with support
- Maintain a caseload of misdemeanor cases at Tiffin-Fostoria Municipal Court
- Provide assistance to walk-in clients and those with scheduled meetings
- Provide victims with information about the criminal justice system
- Serve as a liaison between and work closely with victims and Prosecutor's Office and other agencies
- Provide victims' input on case to Prosecutor's Office and Court when addressed
- Keep victims updated as to the status of the criminal case and of hearing dates
- Accompany victims to the court proceedings (attend Court proceeding with or without victims)
- Assist victims in registering for notifications as to the custody status of an offender in jail or prison.
- Assist the Victim with preparing a Victim Impact Statement that will help them voice how the crime has impacted them psychologically and physically and what they would like to see happen to the offender regarding a sentence
- Assist victims with preparing a Financial Impact Statement and Restitution Request form to submit to the court (financial loss incurred due to the crime)
- Assist victims in filling out Victim of Crime Compensation Applications
- Assist clients (public) with filling out and filing Protection Orders and accompany them to the hearings if they wish
- Assist in crisis intervention and provide emotional support
- Assist with safety planning

- Assist with coverage for other Courts and front desk coverage: Seneca County Common Pleas Courts and Seneca County Juvenile Court
- Provide information on community resources
- Collects supervision fees (fees ordered by the Court)
- Assists with community outreach as well as other duties/responsibilities assigned by the Director or Prosecutor