

POSTED: JANUARY 11, 2023
APPLICATION DEADLINE: JANUARY 27, 2023

TEAMSTERS NON-PROFESSIONAL POSITION ANNOUNCEMENT

**NORTHUMBERLAND COUNTY
JUVENILE COURT SERVICES AGENCY**

JOB TITLE: VICTIM WITNESS (VOJO) SERVICES
SALARY RANGE: AS PER UNION CONTRACT

THIS POSITION IS CLASSIFIED ON THE INTERNATIONAL BROTHERHOOD
OF TEAMSTERS LOCAL UNION NO. 764 NON-PROFESSIONAL BARGAINING
UNIT

Definition:

The VOJO Coordinator provides services to all victims/witnesses of juvenile crimes. The Coordinator ensures each victim is informed of their rights, notifying them of the status of the case, and allowing them access to every step of the proceedings. Additionally, the Coordinator works in conjunction with Juvenile Probation Department, the District Attorney's Office, and all victim service providers to ensure the needs of the victim are being met.

Additional work will include: general clerical work, court related correspondence and being the initial contact person for the general public, under the direct supervision of the Chief Probation Officer or his/her designee.

Examples of Work Performed:

- Sending victim claim forms to all victims of juvenile offenses
- Make initial contact with victims through letters and phone calls to inform them of the rights and services available to them.
- Speak and/or meet with victims on an individual basis to assess their situation in order to determine their needs.
- Provide case status information and notification to victims of court proceedings and other significant events.
- Provide crisis intervention and supportive counseling to victims.

- Accompany victims to court proceedings to explain the procedures, answer technical questions, explain terms and provide courtroom orientation.
- Ensure that victims/witnesses attending court proceedings are provided a safe waiting area separate from the offender.
- Provide transportation to and/or childcare for court proceedings for victims and witnesses as needed.
- Assist intake officers and probation officers in making recommendations to the Court on behalf of the victim.
- Advocate on behalf of the victim for the prompt return of property held as evidence and with employers, creditors and others as the need arises.
- Assist victims in completing victim impact statements, restitution forms and victim compensation forms.
- Inform victims of other resources that might be available and that may include counseling/support groups.
- Assure that the victim's are treated with dignity and respect in an effort to prevent them from being "victimized" a second time by the Court system.
- Help maintain current information on payment of restitution to victims.
- Adhere to and promote BARJ principles including restitution and prompt appropriate apologies.
- Maintain the Juvenile Court Restitution Program and allocate any funds to victims as appropriate.
- Help maintain the Cost Collections program and direct the collections for restitution, costs, fees, and/or fines, as appropriate according to the Juvenile Court Policy for distribution of funds.
- Perform all other duties as directed by the Chief Juvenile Probation Officer.

Required Knowledge, Skills, and Abilities:

- Knowledge of general clerical duties such as typing, filing, taking some dictation, and message taking with appropriate telephone etiquette.
- Ability to prepare correspondence, letters, and reports as directed.
- A general knowledge of the Juvenile Justice System and Victim Services, including policies and procedures, and the ability to apply this knowledge to daily situations.
- Ability to establish and maintain working relationships with staff, other agencies, police departments and the public.

Education and Experiences:

A minimum of a high school diploma with at least one year typing and clerical experience, however, a Bachelor's Degree is preferred, which includes an academic background with eighteen (18) credits in Behavioral and/or Social Sciences.

A valid Pennsylvania Driver's License.

An up to date Criminal History Check, Child Abuse History and Federal Background Clearance

HOW TO APPLY:

Send letter of interest/resume to:

Northumberland County
Juvenile Probation
322 N. Second Street, 2nd floor
Sunbury, PA 17801

THIS AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER