

# Victims Assistance Coordinator

## Salary

\$ 50,000 - 70,000, annually (based on experience)

## Location

Bonham, TX

## Job Type

Full-Time Regular; 40 hours a week; trials may impact length of individual days

## Department

Criminal District Attorney

## Opening Date

02/03/2025

## Summary

The Victims Assistance Coordinator provides direct services to victims of crime, and their families, within Fannin County. The work involves handling a variety of situations, including answering questions about the criminal justice process and providing information and empathy to victims at various stages of the prosecution. The position is critical in helping prosecutors communicate with victims about individual cases, prepare them for trial, and generally organize meetings and other logistics toward those ends.

**Individuals in this position serve at the pleasure of the current elected official and are supervised by the office manager.**

## Responsibilities

- Maintains a positive working agreement with community agencies to secure available resources for victims and their families.
- Serves as the first contact for victims of misdemeanor, felony, violent and non-violent, property, and family crimes; maintains contact with and provides information to victims throughout the complex criminal justice process; and works as part of a multi-disciplinary team to assist victims.
- Serves as an advocate for victims in ensuring that they receive eligible assistance and

benefits; and assists in obtaining information and in the completion of the loss value information, Victim Impact Statement and Crime Victim Compensation Application.

- Refers victims to counseling, social services, shelters and other agencies for assistance.
- Keeps victims informed of relevant court proceedings, including appellate proceedings, and be informed in a timely manner if those court proceedings have been canceled or rescheduled.

- Prepares Victim Information Packets explaining the criminal justice system and informing victims of services available, Victim Impact Statement and Crime Victim Compensation applications.

- Forward Victim Impact Statements to the Texas Department of Criminal Justice or Adult Probation following final judgment.

- Arrange travel, per diem expenses and lodging accommodations for crime victims and witnesses in a timely manner and file witness claims with the State Comptroller for reimbursement of witness expenses.

- Assists prosecutors and investigators in interviewing victims and witnesses as requested; and coordinates appointments and trial appearances as requested.

- Attends Jury Trials with victims during their testimony for emotional support

- Attend forensic interviews at Children's Advocacy Center when needed.

- Obtains restitution information from victims and process restitution orders once all documents are gathered.

- Provides ongoing support information, resource materials, and referrals for additional services to victims.

- Processes Witness Fee Claim Forms when necessary.

- Schedules appointments and interviews with victims

- Process Protective Order Applications

- Sets and attends Protective Order hearings with petitioner

- Accompanies crime victims at, court proceedings, including jury trials and protective order hearings; and accompanies investigators and prosecutors to victim's home, hospital, school, work, and counselor's offices.

- Performs routine administrative assistant tasks such as filing, scanning, emailing, copying and establishing, maintaining, and organizing case files.

- Performs other duties as assigned

## **Education and/or Experience**

- Requires bachelor's degree or experience equivalent to a bachelor's degree in Criminal Justice, Behavioral Science, or a closely related area.
- Requires three years victim assistance or related social work experience. Any equivalent combination of experience and training may substitute for educational requirements.

## **Other Qualifications, Certificates, Licenses, Registrations**

- Requires attendance and completion of basic TLETS Course.

## **Agency**

Fannin County Criminal District Attorney

## **Address**

800 E. 2<sup>nd</sup> Street

Bonham, TX 75418

## **Phone**

903-583-7448

## **Application Process**

To be considered for employment, please submit your resume and an Employment Application found on the Fannin County website at <https://www.co.fannin.tx.us/page/fannin.Jobs.Openings>

All applications/resumes should be sent to the attention of: Nathan Young, First Asst. Criminal District Attorney at [Nyoung@fanninco.net](mailto:Nyoung@fanninco.net)