Victim/Witness Coordinator – Full Time

The McKean County District Attorney’s Office is seeking a Victim/Witness Coordinator. The primary duties include working closely with victims and witnesses throughout the case including advocacy, notification of all case events, provide assistance with restitution/compensation claims, obtain victim input on case events, and register victims for notification of inmate releases.

Qualified candidates will have a strong empathy and desire to help victims of crime and to expand the Victim Services of the District Attorney’s Office, including working with the District Attorney to create a victim advisory board and to maintain ongoing dialog with victims throughout the life of a case.

Primary Tasks

- Develop, implement and maintain program requirements established by the State of Pennsylvania’s Commission on Crime and Delinquency (PCCD).
- Maintain proper procedures for providing specific services to victim/witnesses of crime.
- Ensure all victims/witnesses of crime understand their rights and protection afforded to them by law.
- Maintain all program statistics and complete reporting requirements established by the PCCD.
- Network with other agencies in the common goal of providing exceptional services to victims of crime.
- Conduct training and provide technical assistance to other program agencies on the rights of victims and services provided to those victims.
- Prepare annual and quarterly financial reports and service statistic reports.
- Prepare annual grant application(s).
- Prepare annual budget covered by the grant(s).

Functions/Requirements

- Work in conjunction with the District Attorney’s office staff and other Court personnel to meet goals and objectives and to enhance service provisions to crime victims.
- Develop public service announcements with the goal of educating the public on the rights of crime victims.
- Perform other duties as assigned for the success operation of the program.
- Maintain up-to-date knowledge of PA legislation and regulations.
- Obtain Act 33 Clearance
- Working familiarity with the principles of victim assistance and Crime Victim’s Compensation Program and claims process.
- Working knowledge of the human services system, including agencies and private non-profit organizations, particularly in the victim assistance area.
Education/Experience

- Bachelor’s degree from an accredited institution in criminology, sociology or related field and/or 4 years’ experience in related field is preferred.

Interested candidates should send cover letter with a copy of current Resume to:
  Julie Comes, Office Manager
  District Attorney’s Office
  McKean County Courthouse
  500 W. Main Street
  Smethport, PA 16749
  jacomes@mckeancountypa.org