

Victim Services Coordinator
Job Description & Duties

Victim Services Coordinator provides information to victims so they better understand their rights in the criminal justice process. The primary mission is to help victims navigate the criminal justice system in a meaningful way and advocate for their voices to be heard. The Victim Services Coordinator will provide assistance to victims through accompaniment and advocacy.

Responsibilities:

- 1) Respond to the emotional and physical needs of crime victims
- 2) Assist primary and secondary victims of crime to stabilize their lives after their victimization
- 3) Assist victims to understand and participate in the criminal justice system
- 4) Provide victims of crime with a measure of safety and security
- 5) Assist victims with referrals to community service organizations
- 6) Follow-ups with crime victims
- 7) Work with victims through court process
- 8) Initiate contact and establish working relationships with existing community service providers
- 9) Record case information, complete accurately all necessary forms and produce statistical reports
- 10) Assist Navigator with intakes and daily operations of 1 Safe Place
- 11) Maintain confidential client records
- 12) Adhere to 1 Safe Place policies, procedures, and best practices
- 12) Other duties as assigned

Requirements:

- A bachelor's degree in social work, human services, sociology, psychology, criminal justice or a related field
- Microsoft Word and Excel proficient
- Must be able to communicate clearly, both verbally and in writing, with management, staff members, and the general public. Requires the ability to effectively manage crisis situations and make decisions independently
- Strong attention to detail
- Must be 21 years of age
- Must possess a valid Tennessee driver's license
- Must be able to pass a background check and drug test

Salary and Benefits: \$30,000 - \$35, 000 annual salary (salary based on experience), plus fringe benefits through the City of Brownsville.

The City of Brownsville is an Equal Opportunity Employer