

COUNTY OF BRUNSWICK

Victim/Witness Advocate

The Brunswick County Victim/Witness Assistance Program has an opening for a Victim/Witness Advocate. A degree in criminal justice, human services or a related field is preferred but not required. However, a minimum of two years of experience in a professional office setting is required with a preference to applicants with a working knowledge of the criminal justice system and advocacy training or experience. Willingness to travel, possession of a valid driver's license and access to personal transportation are a must as attendance at multiple statewide trainings will be mandatory.

The advocate will work under the supervision of the Program Director and assist in implementing the Victim/Witness Assistance Program in the provision of services and support to victims and witnesses for the purpose of alleviating crime related trauma and encouraging cooperation/participation in the criminal justice system. The position will perform a variety of clerical and administrative functions in support of assigned duties and caseload. The advocate must be prepared to exercise independent judgment, discretion and initiative as the advocate will be expected to act in the absence of the Program Director.

This is a full-time position with benefits and a starting salary range of \$31,200 - \$36,118

All applicants are subject to drug screens and a background check including traffic and criminal records. In order to apply for the position, you must submit a resume and a completed Brunswick County Employment Application. Applications can be obtained online at www.brunswickco.com. Completed applications and resumes should be sent to the attention of Alta Thomas, Human Resources Coordinator at P.O. Box 399, Lawrenceville, VA 23868, delivered in person to the Brunswick County Government Building, 2nd Floor located at 228 North Main Street, Lawrenceville, VA or emailed to athomas@brunswickco.com. This position is open until filled.