

Job Title	Victim Assistance Coordinator (GRANT POSITION)
Employer/ Agency	Harris County District Attorney's Office
Job Description	Responsible for initial contact with victims after charges have been filed with the District Attorney's Office. Serve as liaison between victims and prosecutors. Assist victims with case status, Crime Victims' Compensation, and Victim Impact Statements. Explain and answer questions about the criminal justice system. Accompany victims to court and to meetings with prosecutors. Provide referrals to social service agencies in the community. Maintains community relationships. Instruct victims and witnesses on courtroom procedures. Prepare notification letters and update case information as necessary. Prepare monthly statistical reports and quarterly reports per grant requirements. Handle routine inquiries by phone or in person.
Qualifications	Master's Degree in Social Work. Ability to communicate effectively in writing to produce clear correspondence, concise histories, and properly documented records and reports. Ability to maintain effective working relationships with co-workers and the general public. Excellent oral communication in both English and Spanish. (Bilingual Spanish/English speaking required).
Salary/Hours	\$50,000 / Monday – Friday, 8:00 a.m. to 5:00 p.m. May be required to work more than 40 hours during the work week.
Employer/Agency	Harris County District Attorney's Office
Address	500 Jefferson Street, Suite 600
City, State, Zip	Houston, TX 77002
Contact Person	Ebony White
Contact Title	Human Resources Recruiter
Telephone Number	713-274-5843 or 713-274-5800
Fax Number	N/A
Email Address	White_ebony@dao.hctx.net
Application Method	Please provide resume and transcripts

Opening Date	Tuesday, July 9, 2019
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To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.