

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4195 **TITLE:** DIRECTOR, VICTIM-WITNESS PROGRAMS
GRADE: S-27

DEFINITION:

Under the direction of a Police Lieutenant, manages the Criminal Investigations Division's Victim-Witness Unit, which provides a broad variety of programs and services for victims and witnesses of violent crimes (such as homicide, rape, domestic violence, child sexual abuse, stalking, and burglary) committed in Fairfax County, Fairfax City, Herndon, or Vienna; identifies the need for enhanced programs or services and obtains funding; presents educational programs for professionals and the public; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is a single-position class in which the incumbent plans, implements, and directs a variety of programs and services for victims and witnesses of violent crimes.

ILLUSTRATIVE DUTIES:

Plans, develops, implements, and directs a variety of programs, services, and resources for victims and witnesses of violent crimes (e.g., homicide, rape, domestic violence, child sexual abuse, and stalking) committed within the jurisdiction of the Police Department of Fairfax County, Fairfax City, Herndon, or Vienna;

Ensures that staff members provide coordinated and effective services, that client confidentiality is maintained, and that clients receive timely and appropriate referrals to necessary service providers;

Provides direction to staff and consultation to police officers on matters pertaining to victim and/or witness services and issues;

Identifies potential funding sources for program or service enhancements, and prepares grant applications for review by the Police Chief and approval by the Board of Supervisors;

Directs the operation of, facilitates, and evaluates the effectiveness of support groups sponsored by the Unit;

Directs the coordination of counseling services to crime victims throughout their involvement with the criminal justice system;

Provides a liaison between victims/witnesses of crimes and the local criminal justice system, including the Police Department, the Commonwealth's Attorney's Office, the Office of the Sheriff, and the Court;

Provides a liaison between victims/witnesses of crimes and human service agencies and organizations to ensure that clients receive necessary services;

Serves as an advocate for victims and witnesses of major crimes;

Promotes public awareness of available services and the effects of criminal victimization by presenting community educational programs, training, and seminars.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the Commonwealth of Virginia's criminal justice system;
Knowledge of Fairfax County's court system;
Knowledge and understanding of the needs, perceptions, and role of victims and witnesses of violent crimes;
Knowledge and understanding of the psychological impact of violent crime on victims and witnesses;
Knowledge of a wide variety of support programs and services available to crime victims;
Knowledge of the principles and practices of counseling, psychology, and sociology;
Knowledge of the practices and procedures of casework supervision;
Knowledge of pertinent Federal, State, and County laws;
Knowledge of the County's and the Police Department's personnel, budgeting, accounting, and purchasing practices and procedures;
Skill in counseling victims and witnesses in crisis situations;
Skill in public speaking;
Ability to train and effectively supervise the work of others;
Ability to plan, develop, implement, and evaluate a variety of victim-witness programs and services;
Ability to develop and maintain effective working relationships with coworkers, clients, public safety personnel, court staff, service providers, and a variety of others;
Ability to coordinate activities with staff from multiple agencies.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
Graduation from an accredited four-year college or university with a master's degree in psychology, counseling, sociology, or a related field; PLUS
Four years of professional counseling experience, including two years counseling victims of and/or witnesses to violent crimes.

CERTIFICATES AND LICENSES REQUIRED:

None.

REVISED: May 24, 1999
ESTABLISHED: November 17, 1997