



## **PUBLIC NOTICE**

### **Director, Victim Witness Program**

Madison County, Virginia is seeking a highly qualified, dynamic Director to lead the Victim Witness Department and work with a strong team of committed professionals. For a full description of duties, qualifications, and salary/benefits, please visit the County website at: [www.madisonco.virginia.gov](http://www.madisonco.virginia.gov) under "check career opportunities" or call the Commonwealth's Attorney's Office at (540) 948-7000.

## **DIRECTOR OF VICTIM WITNESS PROGRAM**

### **County of Madison, Virginia**

Madison County, Virginia is seeking a highly qualified, dynamic Director to lead the Victim Witness Program and work with a strong team of committed professionals. The Victim Witness Program performs crisis intervention, advocacy, and case management duties for victims and witnesses of crime. The program is housed in the Office of the Commonwealth's Attorney and works closely with the Madison County Sheriff's Office, court personnel, state agencies, and other human service delivery organizations. It provides criminal justice process and victims' rights information; communicates with victims and witnesses at various stages of the criminal justice process; assists victims with filing claims with the State's Criminal Injuries Compensation Fund; assists victims with the submission of Victim Impact Statements and the development of restitution plans. The job involves providing court advocacy to crime victims, assessing needs, making referrals to other human service agencies, and developing service plans.

This position is also responsible for maintaining a variety of records and files pertaining to assigned cases and preparing reports. This position requires the ability to exercise independent judgment, discretion and initiative in ensuring the proper services are delivered to clients and the general public.

**Minimum Qualifications:** Requires any combination of education and experience equivalent to Bachelor's degree and considerable work experience in related field such as social work, criminal justice, and/or related human services. Must have Virginia driver's license and acceptable driving record based on County criteria. A successful application will demonstrate the ability to work well with others and effectively communicate, both orally and in writing, with a diverse population, and manage multiple assignments and deadlines.

**Starting salary:** \$30,000 to \$35,000 based on qualifications and experience. An excellent benefits package includes participation in the States VRS System, vacation, sick leave, group life insurance, medical insurance, professional dues and conference expenses. A background check and pre-employment drug test will be required of the selected individual.

**How to apply:** Electronic submissions are preferred, although hard copies will be accepted. To be considered, please submit a County application (available on the County website; [www.madisonco.virginia.gov](http://www.madisonco.virginia.gov)) with a cover letter. Applications should be returned to the Office of the Commonwealth's Attorney at P.O. Box 450, Madison, Virginia 22727, by fax (540) 948-7025, or by email: [cberry@madisonco.virginia.gov](mailto:cberry@madisonco.virginia.gov).

**This position will remain open until filled.**

Madison County, Virginia, is an Equal Opportunity Employer.