

SENSITIVE CRIME SPECIALIST

DEFINITION

Under general direction in the District Attorney's Victim/Witness unit, provides comprehensive and integrated services to victims of sensitive crimes (sexual assault, intra-family sexual assault and child abuse) and to their families in an effort to reduce the trauma caused by involvement in the criminal justice system. Makes assessments for purposes of assisting in making prosecution decisions regarding charging and disposition as well as trial strategy. Provides counseling information and related supportive services to enable victims effective participation in the criminal justice system. Performs related work as required.

EXAMPLES OF DUTIES

Responsible for services provided to victims of sexual assault, intra-family sexual assault and child abuse under the sensitive crimes component of the Victim/Witness unit; prepares victims of sensitive crimes for testifying in court; provides orientation to the legal system and the stages of a criminal prosecution to sensitive crime victims and their families; accompanies victims of sensitive crimes to court hearing; notifies all victims and witnesses in sensitive crimes cases of the dates and times of court hearings at which they will be called to testify; consults with the District Attorney and deputy district attorneys regarding charging decisions in sensitive crime cases; consults with assistant district attorneys prosecuting sensitive crime cases regarding case dispositions, trial strategy, and evaluation of evidence; participates with Director of Deferred Prosecution unit in screening offenders referred in sensitive crime cases; coordinates with the District Attorney's Family Violence Specialist on appropriate cases; assists victims of sensitive crimes and their families in finding appropriate treatment and consulting resources; provides information regarding case status to victims of sensitive crimes and their families and those treatment professionals they work with; serves as the District Attorney's Office liaison with law enforcement and social services agencies and with individual treatment professionals working with victims of sensitive crimes; provides training on working with victims of sensitive crimes to law enforcement and social service personnel, probation and parole agents, attorneys, and students; develops court preparation guidelines and sensitive crime victim/witness brochures; coordinates information gathering and referral regarding crime victim compensation program and court ordered restitution for sensitive crime victims; assists victims to obtain needed legal or physical protection including temporary restraining orders, emergency shelter and legal advocacy; advises victims who have retained an outside professional or community recognized advocate and will coordinate the handling of cases between the assistant district attorney assigned and such advocate; maintains complete and accurate records including statistics for the purpose of program evaluation; supervises graduate field students, work study students and volunteer staff in the provision of direct services to victims and witnesses of sensitive crimes.

(over)

EMPLOYMENT STANDARDS

Education and Experience: A master's degree in social work or closely related human services area from an accredited university and one year of professional experience with victims of sexual assault (including child abuse victims); bachelor's degree in social work (or closely related field) from an accredited college or university with two years of professional social work experience combined with a minimum of two years professional experience working with victims of sexual assault; required work experience must have involved substantial contact with a prosecuting agency.

Knowledges and Abilities: Understanding of human growth and behavior. Knowledge of current socioeconomic problems and the ways these problems affect families and individuals. Knowledge of criminal justice system. Good working knowledge or ability to acquire same of community health and welfare resources including how to utilize these resources for sexual assault and child abuse victims and families. Considerable knowledge and skill in counseling techniques. Knowledge of complex factors involved in sexual assault and child abuse. Ability to plan and organize work to most effectively achieve program objectives. Ability to relate to people in an unprejudiced, understanding and empathetic manner. Ability to develop and maintain data/statistical gathering methodology to validly measure program effectiveness. Ability to work in close cooperation with persons involved in advocacy, prosecution and corrections. Supervisory and student field placement coordinative ability.

Special Requirements: Possession (or eligibility for) a valid Wisconsin drivers license and access to personal transportation.