



ANNETTE C. HINOJOSA
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Victim Assistance Coordinator/Court Advocate Supervisor

The Willacy County & District Attorney's Office has an immediate opening for a Victim Assistance Coordinator/Court Advocate Supervisor. This position affects the well-being of Willacy County victims and their families. The Victim Assistance Coordinator/Court Advocate Supervisor will be responsible for:

- Supervise Victim Advocates at the Willacy County District Attorney's Office – Victim Assistance Unit.
- Contact with victims in the early stages of an offense when charged by a law enforcement agency
- Provide court accompaniment and support to victims while they are participating in the criminal justice system.
- Assist victims with case status, Crime Victims' Compensation, Victim Impact Statements, Crime Loss forms, and Emergency Protective Order applications by providing victims and witnesses with information about the legal process and what options are available to them through the legal system, including assistance obtaining protection orders, property return, and their right to restitution, assisting with appropriate forms, calculating losses or information.
- Develop and maintain relationships with community agencies, such as family violence programs, child and adult protective services, law enforcement agencies, food pantries, faith based organizations, and other direct service programs in an effort to collaboratively respond to all victims of violent crime.
- Attend continuing education trainings and workshops pertaining to victim's rights, state mandates, cultural and victim sensitivity.
- Prepares logs of numbers and types of contacts with victims and assists with case statistical recordkeeping and prepares cover sheets for both felony and misdemeanor with victim information to keep up with intake, and submit reports with grant supervisors/managers.
- Assist with training others who have direct contact with victims on understanding victims' issues or working with individuals with mental needs, emotional illnesses, or learning disabilities

This position requires the following:

- Experience and/or four years of college resulting in a Bachelor's degree in Social work, Behavioral Science, Counseling or related field AND a minimum of 2 years directly related experience. Master's degree in related field preferred.
- Knowledge of counseling practices, procedures, methods and techniques related to the identifications, interviewing, crisis intervention and support of victims and/or witnesses of domestic violence or criminal activities
- General skill in establishing and maintaining effective working relationships with supervisors, co-workers, vendors, outside agencies, victims of crime, and the general public, utilizing routine office equipment, including telephones, personal computers, Microsoft Office and Excel software, expressing oneself clearly and concisely, both orally and in writing, and public speaking
- General knowledge in grants, administration, records management and reporting
- Spanish speaking skills are required

Salary: up to \$50,000 base salary. This is a grant funded position through September 30, 2023

Qualified individuals may apply by submitting a resume to: annette.hinojosa@co.willacy.tx.us An application will need to be submitted prior to employment. The application is found at: [Fillable WILLACY COUNTY EMPLOMENT APPLICATION.pdf](#)

It is Willacy County's Equal Employment Opportunity Policy to provide a fair and equal employment opportunity for all job applicants regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. Willacy County hires and promotes individuals solely on the basis of their qualifications for the job to be filled.