

Champaign County Job Description

Job Title: Adult Diversion/Victim-Witness Counselor

Department: State's Attorney

Reports To: State's Attorney

FLSA Status: Exempt

Grade Range: G

Prepared Date: August, 2009

SUMMARY Performs administrative and professional counseling functions for the Adult Diversion and Victim-Witness Programs.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for the day-to-day operations of the Adult Diversion and Victim-Witness Programs and reports directly to the State's Attorney regarding the program's progress. With advice and approval of the State's Attorney, formulates and implements procedures and recommends policies designed to enhance the effectiveness of the program and to further the goals, policies and initiatives of the State's Attorney.

Provides alternatives to prosecution for eligible offenders and provides counseling and support services to child victims of sexual and physical abuse cases being prosecuted by the State's Attorney's Office.

Conducts preliminary interviews with individuals referred to the Adult Diversion Program, providing goals and requirements of the program and completes questionnaires and forms.

Uses professional expertise to evaluate the individual's eligibility, potential for successful program completion or recidivism. Identifies personal, emotional, social and financial problems which contribute to the unlawful behavior and provides counseling when applicable.

Refers clients to other appropriate community agencies for job training, schooling, financial assistance and medical or psychiatric treatment when indicated.

Monitors participant's restitution efforts and/or community service activities which have been established to remunerate crime victims and to repay community time which has been directed toward the individual's case.

Performs formal tracking and follow-up on each participant, counsel's victims regarding the benefits of the Adult Diversion Program, ensures that required remuneration is made and informs the State's Attorney on the status of each participant.

Collects, maintains and analyzes statistical data on types of clients, nature of offenses and rates of completion or recidivism. Statistical reports are provided to the State's Attorney and are used for future program planning and policy formulation.

Performs public relations for the program by providing information to interested parties and receiving community feedback. Trains community volunteers to serve on the Citizens' Advisory Board as a screening panel for future program referrals.

Performs tasks such as setting up community service and/or restitution schedules for clients, devising program policies and procedures which will improve operations and serves as a policy board member for the Correctional Employment Service.

Maintains extensive contact with community service site supervisors, Citizens' Advisory Board Members, representatives of social service organizations and other community organizations.

Conducts initial interviews with victims, guardians, or both, to offer support and therapeutic services to child victims and/or guardians.

Confers with practicing therapists and the State's Attorney to assess circumstances to better plan and carry through the steps required to provide support and therapy and meet identified needs of the child.

Schedules regular meetings with child victims to carry out the service plan through therapeutic and support activities. Schedules meetings to familiarize the victim with the court process in order to make the proceedings more understandable to a child; attempts to predict the child victim's ability to function with the court proceedings and physically supports the victim in the formal proceedings.

Schedules regular meetings with parents/guardians to carry out the service plan through therapeutic and support activities. Teaches parenting skills to parents and guardians who are often angry and confused about parenting skills following abuse situations.

Attempts to develop a trusting relationship with parents/guardians and child victims wherein a therapeutic process may occur. Assesses methods of intervention appropriate to each individual to increase program's success.

SUPERVISORY RESPONSIBILITIES Directs and supervises the day-to-day work performance of the Administrative Legal Secretary assigned to the Adult Diversion and Victim-Witness Programs and makes recommendations to the Senior Administrative Assistant concerning hiring and discipline of the Administrative Legal Secretary whenever they believe that such action is in the best interest of the office or the programs.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Bachelor's Degree or equivalent in social work or related counseling field. Prior counseling experience in human services and professional training in child abuse is recommended.

LANGUAGE SKILLS Ability to read, analyze, and interpret law enforcement reports, professional journals or governmental regulations. Ability to write reports, business correspondence, and policy and procedure recommendations. Ability to effectively present information and respond to questions from individuals, groups and the general public.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

REASONING ABILITY Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. Occasionally will do home or on-site visits. The noise level in the work environment is usually moderate.