



WEXFORD COUNTY, MICHIGAN

Administration Office, 437 E. Division, Cadillac, MI 49601 231-779-9453 231-779-9745 FAX

Position Available – Internal/External Posting **Job Title: Victim Advocate**

Classification: Level L6
Part-time (29 hrs/wk)
TPOAM (General)

Department: Prosecutor's Office

Hourly Wage: \$12.82 - \$16.77

Qualifications:

- Represent the Prosecutor's Office as the Victim Advocate pursuant to the Michigan Constitution and statutes
- Consult with the Prosecutor to help determine appropriate disposition of criminal matters
- Assist in obtaining restitution documentation from victims and provide applications for assistance from the Crime Victim Services Commission
- Able to assist victims in a compassionate manner while maintaining strict confidentiality
- General knowledge of the duties and responsibilities of the Prosecuting Attorney and the workings of the office
- General knowledge of the court process for Family Court, District Court and Circuit Court
- Able to work efficiently and effectively without close supervision developing programs to assist victims
- Able to work effectively with the public and fellow employees, all prosecutors, all police agencies, all court staff, community mental health and the Department of Human Services
- Proficient with computer: Windows and related software applications
- An Associate's Degree in Social Work or related field is desired

Supervision: Prosecuting Attorney and Victim's Right Coordinator

Application Due: Applications may be obtained at the Administrator's Office, Historic Courthouse, 437 E. Division St., Cadillac, MI or online at www.wexfordcounty.org. Applications due by 4:00 p.m. November 30, 2016.

Posted: November 17, 2016