



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code: 5160

VICTIM SERVICES COORDINATOR

DEPARTMENT OF CORRECTIONS & REHABILITATION

Grade K

SCOPE OF WORK:

Work involves the coordinating the Department's Victim Services Program, which ensures compliance with Fair Treatment of Victims & Witnesses laws by providing education, guidance, and promoting awareness of victims rights, responsibilities, and the availability of resources and services.

DUTIES PERFORMED:

- Prepare and manage grants related to the Victim Services Program such as the Victims of Crime Act Grant, National Crime Victims' Rights Week Community Awareness Project Grant, etc.
- Manage the North Dakota Statewide Automated Victim Information & Notification (SAVIN) system; monitor functionality and provide input for upgrades.
- Notify victims about available community resources, Parole and Pardon Board hearings to encourage victim attendance, inmate status changes, etc.
- Provide informational, emotional, and logistical support to victims; assist with safety planning upon offender's release, which may result from unlawful contact, harassment, and/or threats.
- Collaborate with numerous agencies and organizations to improve victim safety and services as well as respond to situational events or problems.
- Serve on committees at the request of the Executive Director, Governor, or Attorney General.
- Develop and implement policy; provide training on victim laws, policies, and services.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in sociology, psychology, criminal justice, social work, counseling, or related field and three years professional work experience in the field of counseling or victim services.

Effective Date: 12/12