

Butte County District Attorney's Office



Job Title: Victim/Witness Services Volunteers and Interns		Created: 02/25/2013
Department: District Attorney	Location: 25 County Center Drive # 218 Oroville, CA 95965	
Program: Advocacy, Victim Comp, Restitution	Phone: 538-7411	

Brief description of the program: The Victim/Witness Assistance Center (VWAC) of the District Attorney's Office coordinates local, comprehensive services for victims of violent crimes and claims for state compensation. VWAC is a special program designed to reduce the trauma and provide sensitive treatment of victims and their families. It assists them as they navigate the criminal justice system and work to recover and reclaim their lives.

Specific tasks and responsibilities of the volunteer/intern:

The VWAC Volunteer/Intern will assist with various functions and tasks in the Center that may include the following:

Assist with backlog of clerical/data entry/crime report entry;

Special projects for the Advocacy, Victim Compensation, and Restitution Units;

Assist with planning and implementation of National Crime Victims' Rights Week events (April 2013, etc.)

Conduct research and assist with grant proposals/grant reporting; and

Learn and practice certain aspects of victim advocacy working alongside Victim Advocates. i.e. attending court and taking notes to inform victims of outcomes of proceedings.

Required skills, abilities, education levels, or other qualifications necessary for the job:

Interest in victim advocacy and services. Ability to maintain complete confidentiality. Ability to work well with others and work in fast paced environment. Ability to use sound judgment and appropriate interaction with clients/victims. Interest in the criminal justice system. College degree or working toward degree preferred. Must pass a background investigation.

Specific training and/or experience the volunteer/intern will receive: The Volunteer will receive training and skills related to victim advocacy and victim compensation/restitution and learn how the criminal justice system works in relation to victims. The Volunteer will also receive standard orientation to the District Attorney's Office and relevant safety training.

Minimum commitment needed from volunteer/intern: at least 8 hours a week for 1 – 2 years.