EMPLOYMENT OPPORTUNITY

POSITION: Victim Services Coordinator

DESCRIPTION: Victim Services Coordinators are employees of the Kankakee County State’s Attorney’s Office who work closely with crime victims and witnesses during criminal investigations and trials. They provide support and education regarding the legal system and refer individuals to victims’ services such as counseling. The Victim Services Coordinator is also part of the prosecution team working closely with the State’s Attorneys prosecuting the case.

REQUIREMENTS: Excellent written and verbal communication skills, not only for interacting with victims and witnesses, but also because they work closely with other law enforcement professionals and the Courts. Patience and compassion because of interaction with people who often feel angry, afraid or defensive. Proficiency in Microsoft Office Suite and ability to master new computer programs/technology. Ideal Candidate will have associate degree or above in social work, sociology, psychology, criminal justice, or a related field, or prior experience working directly with crime victims and witnesses. Bilingual candidates would be preferred. Must be able to pass criminal background check.

SALARY: $31,000.00 - $36,000.00, commensurate with experience and abilities. County Benefits include: major medical health insurance, life-insurance, deferred compensation, retirement benefits, paid holidays and vacations.

DATE OF POSTING: July 12, 2019
DEADLINE TO APPLY: July 26, 2019 or until position is filled

SEND COVER LETTER, RESUME AND 5 PROFESSIONAL REFERENCES TO:
Joseph Kosman, First Assistant State’s Attorney
Kankakee County State’s Attorney’s Office
450 E Court Street 3rd Floor
Kankakee, Il 60901
jkosman@k3county.net (preferred method)
Fax: (815) 936-5801

THE KANKAKEE COUNTY STATE’S ATTORNEY’S OFFICE AND THE COUNTY OF KANKAKEE ARE EQUAL OPPORTUNITY EMPLOYERS