**Title:** Crime Victim Services Coordinator  
**Pay Scale Group:** 16-1  

**Essential Function**

Under general supervision from a university administrator, develop, coordinate and enhance resources for crime victims at the University of Cincinnati. Ensure the rights of victims and witnesses within the criminal justice system; Ensure that these individuals receive information and direct services because of their position as victims and witnesses.

**Characteristic Duties**

Provides direct services to diverse crime victim population, including involvement with the criminal justice system and/or university administrative proceedings.

Coordinates the victim’s access to available resources including but not limited to counseling services, housing accommodations, transportation needs, and class assignments.

Provides information on Victim’s Rights and Victim Compensation, while assessing the needs of victims and making the appropriate referrals and necessary follow-ups.

Provides physical safety and emotional support to victim while officers attend to “scene of the crime assignments”, including assistance with immediate needs such as protective orders when applicable.

Makes referrals to appropriate agencies and services within the county; serves as a go-between for victims, survivors and their families.

Assists victims with the timely return of property and items of evidence.

Keeps victims informed about the status of their case, including student conduct proceedings, Title IX investigations, jail release or court tracking information.

Assists with preparation of victim impact statements.

Accompanies victims to court as needed and is prepared to testify in court, if subpoenaed.

Provides or oversees provision of 24-hour on-call assistance to victims of crime and trauma.

Keeps up-to-date on current laws, regulations and trends in victim assistance.

Provides victim centered, trauma informed training on an ongoing basis. Provides training such as bystander intervention to assist with compliance with the Campus SAVE Act.
Aids in positive perception of the crime victim toward the responding officer.

Acts as liaison with other county victim services, i.e. District Attorney’s office, mental health, hospital, fire, EMS, etc.
Provides needed assistance to officer at scene of crime, at the officer’s discretion.

Compiles statistics and database to prepare monthly, quarterly and annual program reports and maintains client files. Provide de-identified Clery reportable information to the compliance officer.

Develops and updates resource directory for victims of crime and other traumatic incidents.

Prepares print materials for distribution to crime victims.

May write and submit grant proposals; administer grant funding; monitor and ensure compliance with funding requirements, maintain communications with funding sources regarding the management of contracts.

Drives vehicle to perform one or more essential functions.

Performs other duties of a similar or related level as necessary or assigned.

**Minimum Qualifications**

Minimum of a Bachelor’s Degree in Criminal Justice, Social Work, Psychology, Sociology, or related field with ability to communicate effectively both verbally and in writing, ability to maintain effective working relationships with co-workers and the general public and ability to design and present training materials to law enforcement, university employees, or students. This position is subject to emergency call out 24/7.