



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE:	Victim Witness Advocate
IMMEDIATE SUPERVISOR:	Victim Witness Director
HOURS:	Monday – Friday, 8am – 5pm
STARTING SALARY:	\$50,000 - \$60,000 Annually; Negotiable based on experience
MINIMUM REQUIREMENTS:	Bachelor Degree in Social Work or related social science field OR equivalent years of experience; Crisis intervention and trauma-informed care experience preferred; Bilingual/Multilingual skills considered a plus.
FLSA:	Non-Exempt
CLASSIFICATION:	Unclassified

ORGANIZATION SUMMARY: The mission of the Franklin County Prosecutor’s Office is to thoroughly and vigorously prosecute criminal offenders in order to protect the citizens of Franklin County and obtain justice for victims of crime, as well as to professionally, equitably, and efficiently provide legal representation and advice to governmental clients within the bounds of law and ethics.

POSITION SUMMARY: The Victim Witness Advocate serves as a support person for victims of violent crimes and acts as a liaison between the victims and assistant prosecuting attorneys. The Victim Witness Advocate is responsible for providing support to crime victims by explaining court processes, maintaining case coordination, provide safety planning and connecting them with community resources. This also includes exercising good judgement and decision making as well as trauma informed interviewing skills.

ESSENTIAL FUNCTION AND RESPONSIBILITIES:

- Establish contact with victims and their families to explain the criminal justice system and their roles in the prosecutorial process.
- Assist victims in navigating the criminal justice system by informing victims of court dates and hearing information, providing emotional support, and courtroom accompaniment.
- Provide information on victim’s rights, the Ohio Victims of Crime Compensation Program, VINE, Safe at Home program, and additional resources.
- Provide victims with appropriate resources, referrals, and support services.
- Develop safety plans and assist victims in obtaining protection orders.
- Maintain current knowledge of best practices in victim advocacy through ongoing training, with emphasis on domestic violence, sexual assault, child abuse, stalking, and homicide.
- Accurately document case information in Matrix (electronic and hard copy), ensuring completeness, accuracy, and appropriate data linkage through database research.
- Coordinate and participate in trial preparation meetings with victims and prosecutors.



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- Collaborate with law enforcement, attorneys, judges, and court personnel across Municipal and Common Pleas Courts (General, Domestic, and Juvenile Divisions).
- Support prosecutors by managing case files, reviewing and recording case information, and preparing and processing required court documentation.
- Complete all other duties as assigned

CORE COMPETENCIES

- Demonstrates knowledge and application of trauma-informed practices and strategies.
- Possesses comprehensive understanding of the dynamics and cycle of intimate partner violence, with the ability to apply this knowledge in victim advocacy and court preparation.
- Applies sound judgment to make sensitive, informed assessments and determine appropriate interventions.
- Operates with a high degree of autonomy, initiative, attention to detail, and critical thinking.
- Adapts effectively to changing priorities and unexpected schedule adjustments.
- Communicates clearly and professionally, demonstrating strong interpersonal skills when interacting with victims and multidisciplinary stakeholders.
- Maintains a working knowledge of criminal justice system processes and case flow.
- Effectively organizes workload, prioritizes tasks, and meets established deadlines.
- Demonstrates the ability to quickly learn and apply new information, processes, and responsibilities.

PHYSICAL REQUIREMENTS

The Victim Witness Advocate frequently types, handles materials, manipulates office equipment, and moves to and from and operates copier and fax machines. The Victim Witness Advocate generally works in an office and courtroom setting where the noise level in the work environment is usually moderate. The Victim Witness Advocate must be present in the office during normal work hours and routinely navigate to and from court, and any other locations (i.e. hospitals, FCCS, jail, victims homes, etc.)

BENEFITS SUMMARY

- Medical, Dental, Vision and Behavioral Health, and Prescription Drug Coverage
- Employee Assistance Program
- Disability and Life Insurance
- Ohio Public Employees Retirement System (OPERS)
- Optional Deferred Compensation
- Generous Paid Time Off Accrual
- Eleven Paid Holidays
- Tuition Reimbursement
- Company-Paid Training and Development
- Commuter Program



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All offers of employment are contingent upon completion of a successful background check.

**Please submit resume and cover letter to
Franklin County Prosecutor's Office - 373 S. High St., Columbus, Ohio 43215
Human Resources – prat-hr@franklincountyohio.gov**

The Prosecutor is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on color, race, national origin, age, sex, sexual orientation, gender identity, religion, veteran status, marital status, a disability that does not prohibit performance of essential job functions, genetic information or any other status protected by applicable law.

The Prosecutor has a strict policy against any form of unlawful discrimination. This policy prohibits both discrimination based on any of the protected characteristics described in previous paragraph, and retaliation against a person who opposes or complains about prohibited conduct or who participates in any way in the complaint, investigation, or reasonable accommodation processes.

The Prosecutor prohibits such harassment by or against all employees, vendors, clients and visitors. It is the policy of the Prosecutor to provide a working atmosphere free from discriminatory insult, intimidation and other forms of harassment.