



**ANNETTE C. HINOJOSA  
WILLACY COUNTY AND DISTRICT ATTORNEY**

**JOB POSTING ... Victim Advocate**  
**Available: 4/2/2024, or until filled**

The Victim Advocate will be responsible for:

- Contact with victims in the early stages of an offense and after charges have been filed with the District Attorney's office
- Accompany victims to court and to meetings with prosecutors
- Assist victims by partnering with other advocates to provide direct services
- Serve as liaison between victims and prosecutors
- Assist victims with case status, Crime Victims' Compensation, Victim Impact Statements, Crime Loss forms, and Protective Order applications.
- Answer questions, via phone, mail, or in-person, and explain about the criminal justice system
- Provide referrals to social service agencies in the community
- Assist with training others who have direct contact with victims on understanding victims' issues or working with individuals with mental needs, emotional illnesses, or learning disabilities
- Networks with federal, state, regional and local public and private entities to advocate for victims

This position requires the following:

- A minimum of 2 years or more experience working with victims and families and/or four years of college resulting in a Bachelor's degree in Social work, Behavioral Science, or experience in lieu of
- Exceptional skill in assisting and advocating for crime victims and their families, throughout the judicial process, in all levels of crime
- General skill in establishing and maintaining effective working relationships with supervisors, co-workers, outside agencies, victims of crime, and the general public,
- Knowledge in utilizing routine office equipment, including telephones, personal computers, Microsoft Office and Excel software, and experience using iCrimeFighter and LGS system preferred.
- General knowledge in grants, administration, records management and reporting
- General organizational skills are required
- Spanish speaking skills are preferred

The work product affects the operation of the County's Domestic Violence Unit and Victim's Assistance Program. This position affects the well-being of Willacy County victims and their families. The applicant selected will need to submit a completed Willacy County Employment Application prior to the start date. The completed Willacy County Employment application can be sent to: [Annette.Hinojosa@co.willacy.tx.us](mailto:Annette.Hinojosa@co.willacy.tx.us)

Starting Date:           Upon hire.  
Starting Salary:         Depends on experience.

**This is a grant-funded position through September 30, 2024 with possible extension to September 30, 2025.**

It is Willacy County's Equal Employment Opportunity Policy to provide a fair and equal employment opportunity for all job applicants regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. Willacy County hires and promotes individuals solely on the basis of their qualifications for the job to be filled. A background check may be required of finalist. New or Rehire potential employees will be required to provide documentary proof of their eligibility for employment.