



VICTIM COORDINATOR JOB DESCRIPTION

The Victim Coordinator shall work under the direction of the Deputy Director of Investigations, Compliance, Enforcement, and Standards Review (ICES) or their designee to provide continuity and support functions to victims involved with a State Medical Board of Ohio investigation. The Victim Coordinator will be a resource for the overall coordination of internal and external communications related to that investigation in partnership with board investigators and enforcement attorneys, law enforcement agencies, and the Attorney General Office and other prosecutor's offices. The Victim Coordinator will provide trauma informed, emotionally safe communications to the victim while coordinating the victim's participation in a board investigation.

Essential Duties and Responsibilities:

- Utilizes Trauma Informed Care (TIC) principles when engaging with victims
- Provides TIC coordination services for victims involved in a board investigation
- Explains the board investigation and disciplinary process and various administrative law proceedings to victims
- Assists victims through successive stages of the board investigation and disciplinary process, providing emotional support and practical information as needed
- Acts as a liaison to statewide victim advocacy organizations, child advocacy centers, schools, local hospitals, law enforcement agencies, and prosecutors
- Assists with outreach programs and coordinates activities with outside agencies to offer assistance to victims
- Maintains a log of cases to be tracked with daily updates of all cases in process
- Maintains case files with updated information related to case progress, telephone conversations, conferences, and case disposition, as well as time spent on respective cases
- Handles sensitive and unusual situations with discretion

Required Knowledge, Skills, and Abilities:

- Trauma Informed Care
 - Crisis Counseling Skills
 - HIPAA
 - Criminal justice processes and court proceedings
 - Knowledge of victim services provided by various community agencies
 - Ability to maintain effective working relationships with board staff, community agencies, victims, and the public
 - Ability to be empathetic and objective when communicating with victims
 - Knowledge and ability to work with persons of diverse backgrounds
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Preferred Education/Experience:

- Minimum Bachelor's degree in criminal justice, social work, public health or related field from an accredited college or university, although a Master's degree is preferred
- Experience working with highly sensitive and confidential information
- Experience working in victim advocacy or criminal coordination, particularly with work in crimes against persons
- Experience working with prosecutors and/or law enforcement

The Victim Coordinator shall be responsible for and assume all office and business expenses and all travel expenses that are incurred as a result of the performance of this contract.

The rate of pay for the Victim Coordinator position will be \$40/hour, for a maximum of 250 hours/\$10,000 per state fiscal year. Expected hours are intermittent, but within regular business hours of 8:00am – 5:00p.m.

If you are interested in applying for the Victim Coordinator position, please send your resume to Donald Davis at Donald.Davis@med.ohio.gov.