



Office of the Winnebago County State's Attorney

## **VICTIM SERVICE PROVIDER**

Please apply by: 07/10/2026

**Job Type:** Full Time - Exempt

**Salary Range:** \$43,680

**Benefits:** health, dental, and vision insurance, paid time off (PTO), IMRF pension

### **Company Background**

The State's Attorney's office is a dynamic, fast-paced office dedicated to seeking justice. The atmosphere is often high-energy, as attorneys and support staff manage a steady flow of criminal cases. It is a rewarding environment, offering the opportunity to hold offenders accountable and ensure justice for victims.

### **Job Description**

Under the supervision of the Victim Service Provider Team Lead, acts as an advocate and works with victims and witnesses to inform them of their rights under the criminal justice system. Initiates and maintains contact with victims, witnesses, and their families throughout the court process. Notifies all victims of court proceedings, assists with victim bill of rights, victim compensation, victim impact statements, medical release forms, and criminal orders of protection. Provides resources, contacts and services to victims as needed. Provides victim advocacy, safety planning, and courtroom assistance during the criminal prosecution to ensure the victim's needs are being met while accessing court-related services. Assist with coordinating victim/witness pre-trial meetings, trial court appearances and sentencing for criminal cases. Occasional Saturday hours will be required on a rotating basis to cover initial victim contact for Saturday court.

### **Job Qualifications**

Bachelor's Degree with major course work in social work or closely related human services field preferred or 3-5 years' experience in similar field. Law office or legal experience preferred but not required.

### **Grant Funding Advisement**

This position is 100% funded by a State of Illinois, Violence Against Women Act grant. Acceptance of this position shall not be construed as a guarantee of employment beyond the grant-funded program.

### **Job Location**

This position will primarily be stationed at the Family Peace Center, with work also done within Winnebago County criminal courtrooms and the State's Attorney's Office.



Please submit cover letter and resume to:

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