



John S. Foote, District Attorney for Clackamas County

Clackamas County Courthouse, 807 Main Street, Room 7, Oregon City, Oregon 97045
Office: 503-655-8431, FAX 503-650-8943 www.co.clackamas.or.us/da/

Victim Assistance Program, 707 Main St. #201 Oregon City, OR 97045
Office & Crisis Line (503) 655-8616 , FAX 503-650-3598

OPENING DATE: 1/10/2017
CLOSING DATE: 1/27/2017 @ 5:00PM
START DATE: 2/13/2017
SALARY: \$24.00/HR

POSITION OVERVIEW AND NOTES:

The Clackamas County District Attorney's Office – Victim Assistance Program is accepting applications for a prosecution-based Victim Advocate. This position is a limited duration, part time (30 hours/week) VOCA Grant funded position to work with victims of sexual assault, primarily victims who have been victims of Commercial Sexual Exploitation of Children (CSEC) and adults who are victims of sex and labor trafficking. We are looking for applicants with an interest in becoming part of a progressive team and who has a passion to assist victims of crime in restoring a sense of normalcy back into their lives while living in an abuse-free environment.

This position will work directly with the public, law enforcement and prosecutors. This position will be responsible for providing Victim Rights notification, crisis intervention, participation in undercover sting operations with law enforcement to provide immediate services to identified victims, call out response, court accompaniment, assistance with restitution and Crime Victim Compensation claims, ongoing criminal case status updates, safety planning including assistance with Protective Order applications and community referrals for counseling and basic needs, meeting attendance with local Human Trafficking Taskforces and database entry with periodic case updates to Program Manager. As an employee of Clackamas County, under the jurisdiction of the District Attorney's Office, this position requires mandatory reporting of abuse or suspected abuse of children, the elderly and of vulnerable populations to law enforcement.

APPLICATION PROCEDURE:

Please submit a completed Clackamas County – Application for Temporary Employment and a resume.

Application materials can be submitted electronically to dianeweh@co.clackamas.or.us or mail to:

Clackamas County District Attorney's Office - Victim Assistance Program

Attn: Diane Wehage, Director

707 Main Street, Suite #201 Oregon City, OR 97045

*Applicants must successfully pass a criminal history check with may include national or state fingerprint records check and must successfully pass a post-offer, pre-employment drug screen

Clackamas County is an Equal Employment Opportunity employer. We are seeking a diversity of qualified applicants to contribute to excellent public service. Our mission is to ensure high quality public service is provided to citizens so they can enjoy livable, healthy, safe and sustainable communities. In addition to providing great benefits, Clackamas County offers a wellness program and a commitment to sustainability. Learn more about our benefits, programs, and workplace online.

Temporary Position Posting

Department:	Clackamas County District Attorney's Office – VICTIM ASSISTANCE PROGRAM	
Job Title:	Victim Advocate	
Salary Range:	\$24.00 / hr	Hourly or DOE (Depending on Experience)
Job Description		
<p>The Clackamas County District Attorney's Office – Victim Assistance Program is accepting applications for a prosecution-based Victim Advocate. This position is a limited duration, part time (30 hours/week) VOCA Grant funded position to work with victims of sexual assault, primarily victims who have been victims of Commercial Sexual Exploitation of Children (CSEC) and adults who are victims of sex and labor trafficking. The Clackamas County District Attorney's Office is required by federal and state law to provide direct services to victims and notice of their Victim Rights. We are looking for applicants with an interest in becoming part of a progressive team and who has a passion to assist victims of crime in restoring a sense of normalcy back into their lives while living in an abuse-free environment.</p>		
<u>Roles and Responsibilities:</u>		
<p>This position will work directly with the public, law enforcement and prosecutors. This position will be responsible for providing Victim Rights notification, crisis intervention, participation in undercover sting operations with law enforcement, call out response, court accompaniment, assistance with restitution and Crime Victim Compensation claims, ongoing criminal case status updates, safety planning including assistance with Protective Order applications and community referrals for counseling and basic needs. As an employee of Clackamas County, under the jurisdiction of the District Attorney's Office, this position requires mandatory reporting to law enforcement of abuse or suspected abuse of children, the elderly and of vulnerable populations.</p>		
<u>Qualification Requirements:</u>		
<ul style="list-style-type: none">• Previous work experience as a prosecution-based Victim Advocate, preferably with CSEC victims• Ability to communicate effectively both orally and in writing• Ability to use Microsoft software applications such as MS Word and MS Outlook		
<u>Other Requirements:</u>		
<ul style="list-style-type: none">• Must successfully pass a criminal history check, including a national or state fingerprint record check.• Must successfully pass a post-offer, pre-employment drug screen.		
<u>Work Schedule:</u>		
<p>This position will work Monday, Tuesday & Thursday 8:00 pm – 5:00 with Wednesday 8:00 – 1:00. Additionally, an occasional call out response (evening or weekend) may be required. This work schedule may be re-evaluated, however, it is anticipated that the position will work no more than 29 hours per week on a consistent bases.</p>		
<p><i>Please Note:</i> This position is represented by the Employees' Association Temporary union; incumbents are not eligible for benefits.</p>		
<u>How To Apply:</u>		
<u>Closing Date:</u> January 27, 2017 @ 5:00pm		
<p>TO APPLY: Please email Diane Wehage @ dianeweh@co.clackamas.or.us to request an application. Complete and submit the application and email or mail to:</p> <p>Clackamas County District Attorney's Office – Victim Assistance Program Attn: Diane Wehage, Program Director 707 Main Street, Suite #201 Oregon City, OR 97045</p>		