

COOS COUNTY JOB ANNOUNCEMENT

Crime Victim Assistance Advocate

\$2,010 - \$2,528 per month

DEPARTMENT: CRIME VICTIMS ASSISTANCE

GENERAL STATEMENT OF DUTIES: Please refer to the attached position description.

APPLICATION PROCEDURE: Coos County Application **REQUIRED.**

Apply to: Coos County Human Resources Department, Courthouse

By mail: 250 N. Baxter
Coquille, OR 97423

By fax: (541) 396-1018

By email: humanresources@co.coos.or.us

CLOSING DATE: OPEN UNTIL FILLED

****Equal Opportunity Employer****

Posted:	Coquille Courthouse	North Bend Annex
	Email all Coos County Employees	Employment Department
	County Website	Craigslist
	World Newspaper	Indeed.com

NOTE: Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

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Coos County Human Resources Department, Courthouse, 250 N. Baxter, Coquille, OR 97423. (541) 396-7581

Revision Date: September 8, 2014

1.	Current Classification Title: Assistant Coordinator
2.	Working Title: Crime Victim Assistance Advocate
3.	Department: Crime Victim Assistance
4.	Pay Grade & Range: 710 Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other <u>Funded by 2-year VOCA grant - renewable</u> Excluded from Bargaining Unit? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Eligible for Overtime? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.	What is the purpose of this position? Provide direct services and advocacy to victims of crime.
6.	Essential functions of position. (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position. <ul style="list-style-type: none">▪ Provide crime victims with information on victim rights and timely notification regarding case status and progress.▪ Explain available program services to victims including notification of case information, referral services, victim advocacy and court accompaniment.▪ Assist with victim restitution issues. Notify victims of the existence of the Crime Victims' Compensation Program; assist in completing application. Assist with recovery of property held in evidence.▪ Assist with training and recruiting volunteers.▪ Respond in crisis situations to the needs of the victim in a calm manner; offer information and referrals to partner agencies when appropriate.▪ Assist in establishing a relationship of trust between the District Attorney and the victim; schedule and attend meetings between victim and DA.▪ Provide follow-up support to victims beyond sentencing, including rights in regard to parole hearings and probation violations.▪ Regular and consistent attendance is required.
7.	Supervision. <ul style="list-style-type: none">• This position is supervised by the CVA Program Director and the District Attorney.• This position does supervise volunteer workers.
8.	Working conditions of position. Typical office setting, usual hours 8-5, Monday - Friday. Position may require occasional physical exertion including bending, stooping, reaching, and lifting of stacks of files up to 25 pounds. Travel within the county may be required.
9.	List required special skills, licenses, certificates, etc. A two-year degree in criminal justice, social work or related field or a combination of education and experience providing equivalent knowledge including basic knowledge of the processes of the criminal justice system and Oregon Victim Rights Statutes. Must be able to learn/utilize computer systems including use of newer office technologies. Must have good time-management skills; ability to prioritize tasks in a fast-paced environment. Must be able to accept supervision and adhere to County and Department policies. Must comply with professional ethics, rules of conduct and confidentiality, privacy laws. Must be able to establish and maintain harmonious working relationships with other employees and maintain effective interpersonal relationships with co-workers, subordinates and other agencies. Must possess strong written and verbal communication skills. Must be able to set aside personal bias,

prejudice and fears to effectively communicate with and respond to a diverse population of victims.

Must pass a criminal history background check.

Will need to meet the current State Victim Assistance Academy training requirements.

10. Is operation of motor vehicle required? Yes No

11. List equipment, tools, machines used in performance of duties.

Skilled in use of current computer and software technology, telephone, copy machine, fax and other general office machines such as a personal computer. Must be familiar with Microsoft Word, Excel, and Access.