



POLK COUNTY (OR)
invites applications for the
position of:

Victim
Assistance/MDT
Supervisor

SALARY: \$3,711.00 - \$4,695.00 Monthly

OPENING DATE: 10/10/18

CLOSING DATE: 10/24/18 01:00 PM

DESCRIPTION:

Coordinates the Victim Assistance program and the Multi Disciplinary Team (MDT) to include all CAMI funding, and provides supervision of Victim Advocates and other assigned staff and volunteers. Collaborates with other agencies to represent the programs to enhance and/or develop community resources to assist victims in the community. Makes presentations to community, civic groups, and agencies on the program. Responsible for the recruitment, training, and coordination of volunteer advocates as well as performing duties as an advocate for crime victims before, during, and after court proceedings. Prepares and oversees grants, grant funding, and fiscal monitoring and reporting.

PRINCIPAL DUTIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. May perform victim assistance duties to include preparing victims for upcoming court hearings by informing them of the process and procedures. Keeps victims and witnesses apprised of their case status and progress. Accompanies victims to court hearings. Refers victims to appropriate community resources to help provide support and assistance.
2. In conjunction with the District Attorney Office Manager prepares annual and bi-annual grant budget.
3. Oversees recruitment, hiring and training of all Victim Advocate employees. Assigns and reviews work of all Advocates. Provides regular and annual evaluation of all assigned employees.
4. Ensures all policies, procedures and regulations are followed by employees and volunteers. Works in conjunction with Personnel to address personnel issues within the Victim Assistance division of the District Attorney's Office.
5. Prepares and oversees grants, grant funding, to include the CAMI grant, and fiscal monitoring and reporting. Facilitates monthly MDT meetings and child fatality reviews.

6. Works directly with Crime Victim and Survivor Services and acts as liaison for the District Attorney's Office.
7. Establish and maintain professional working relationships with volunteers, contractors, judges, attorneys, and court staff.
8. Collaborates with other agencies and serves on various assigned committees to represent the Victim Assistance program to enhance and/or develops community resources to assist victims in the community. Makes presentations to community, civic groups, and agencies on program, and writes related articles as necessary.
9. Collaborates with other agencies and serves on various assigned committees. Effectively represent the MDT program to implement protocol for prevention and prosecution of child abuse.
10. Ensures compliance with federal and state record keeping requirements, and all associated grant requirements.
11. Responsible for recruiting, selecting, and training volunteer advocates. Ensures volunteers receive necessary support to perform their duties and responsibilities efficiently and effectively.
12. Responsible for community outreach and presentations to community, civic groups, and agencies on MDT issues and mandatory reporter requirements.
13. Performs related duties as required.

EDUCATION, EXPERIENCE AND TRAINING:

Two years of academic course work from an accredited college or university in psychology, social work or a closely related field; and three (3) years experience coordinating a victim assistance program; work as an advocate in a victim assistance program; work in a professional or paraprofessional capacity in the state court system; or any equivalent combination of experience, education and training.

SUPPLEMENTAL INFORMATION:

Must possess and maintain a valid Oregon driver's license and automobile insurance, and have access to and use of a personal automobile as a condition of employment. Must be able to successfully pass a criminal background check.

APPLICATIONS MUST BE COMPLETED AND
SUBMITTED ONLINE AT:
<http://www.co.polk.or.us>

Position #00360
VICTIM ASSISTANCE/MDT SUPERVISOR
LH

Personnel is located at:
850 Main St.
Dallas, OR 97338
(503)623-1888

hr@co.polk.or.us

Polk County is an Affirmative Action/Equal Opportunity Employer.
Reasonable accommodations for applicants with disabilities will be provided upon request.
