



**JEFFERSON COUNTY, (OR)**  
**invites applications for the position of:**

## **Bilingual DVSA Advocate I Re-Opened**

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<b>SALARY:</b>	\$16.40 - \$20.96 Hourly \$2,853.60 - \$3,647.04 Monthly \$34,243.20 - \$43,764.48 Annually
<b>DEPARTMENT:</b>	District Attorney
<b>DIVISION:</b>	Victims
<b>OPENING DATE:</b>	02/08/21
<b>CLOSING DATE:</b>	Continuous
<b>DESCRIPTION:</b>	

The Bilingual Domestic Violence and Sexual Assault Advocate assists victims of crimes by providing support and services to monolingual and bilingual victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking throughout the investigation and prosecution process. This position works under the general supervision of the District Attorney and direct supervision of the Director of Victim Assistance.

This position is responsible for advising victims of their victim rights, keeping them informed of the status of the case, attending court with the victim, establishing financial losses of the victim for restitution, and working closely with the District Attorney handling the case. This is a full time grant funded position with benefits.

### **ESSENTIAL DUTIES:**

- Establish contact with victims as soon as possible (preferably in person). Check in-custody list and District Attorney's intake of new cases.
- Provide support and comfort the victim as he/she participates in the various stages of the investigation and prosecution.
- Keep the victim informed of the case status either by phone, in person or through regular written notification. Advise the victim of their rights either verbally or by providing the rights in the notification packet. Document contact with victims in the District Attorney's case file.
- Provide information and referrals to victims that will further assist them with their needs (counseling, legal aide, etc.).
- Assist the victim in identifying issues about which he/she will need to make personal and practical decisions. (i.e. safety/security, children, etc.).
- Keep the District Attorney handling the case advised as to the victim's status and of any problems or concerns that may arise.
- May assist the victim with preparation for Grand Jury by explaining the court process and providing a safe waiting area.
- Assist the victim to prepare for testifying in court by taking them to the courtroom and explaining the trial process. Accompany the victim to court hearings. Assist with logistics so that victims may appear in court (i.e. transportation, babysitting, etc.)
- Assist in establishing financial losses of the victim for restitution purposes. When appropriate, assist the victim in applying for Crime Victim's Compensation. Make sure the

information is documented in the District Attorney's case file.

- Be a liaison with law enforcement officers, prosecutors, social service agencies and the victim.
- Accompany and assist the victim in making a verbal statement to the court at sentencing and/or submitting a written statement.
- Send sentencing order packets to victims.
- Facilitate awareness and prevention activities in coordination with community partners. May teach classes.
- Assist victims with orders of protection. Follow up with Restraining Orders and No Contact Orders, and update staff.
- Update Domestic Violence, Dating Violence, Sexual Assault and Stalking materials that are distributed to victims.
- Keep the Director aware of any problems or concerns that may arise. (i.e. personality conflicts).
- Research new or "good" addresses for victims on returned notifications.
- Maintain statistics regarding victim contact to be submitted in a monthly report to the Director of Victim Assistance. Hand out surveys to victims.
- Actively participates on various committees that deal with victims' issues.
- Provide support and services to victims in their primary language. Translate documents for victims whose primary language is Spanish – provide information in Spanish if preferred and available.
- Work on-call after regular working hours. Assist victims in crisis by phone or in person the hospital or a public place.
- Regular attendance is an essential function of the position.
- Performs other duties as assigned that support the overall objective of the position and the furtherance of prosecutions.

## **QUALIFICATIONS:**

### **Knowledge and Skills**

Knowledge of Spanish/English languages and cultures with the skill to interpret and explain procedures to monolingual and bilingual victims in such a manner that will be clearly understood. Knowledge of legal system and rights of victims. Excellent communication skills. Public speaking skills are desirable. Must be able to read, write and speak fluently in Spanish and English. Good computer skills are required.

### **Abilities**

Ability to maintain a non-judgmental attitude toward others whose values and beliefs may be in direct contrast to the advocate's values and beliefs; be able to work independently yet provide regular feedback to supervisor and other staff. Ability to communicate professionally and effectively; act professionally and ethically at all times and to strive to maintain positive and productive working relationships with colleagues. Must be able to abide by the laws, policies and procedures that govern the District Attorney's Office, Jefferson County and the Victim Assistance Program. Must possess the ability to keep information confidential.

### **Physical Abilities**

Ability to sit at a computer screen, using rapid finger, hand and arm movements for extended periods of time. Ability to sit, speak and listen effectively. Ability to stand and lift, push or pull greater than 30 pounds occasionally. Must be able to work with people who are extremely upset.

### **Education and Experience**

High School Diploma or equivalent. Experience in a social service or public agency helpful.

### **Licenses and Certificates**

A valid Oregon Driver's license with an acceptable driving record.

### **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from physical

labor and handling of light-to-medium weight, yet, awkward materials.

First Review Date 2/22/2021

**Probationary Requirement**

This position is based on the successful completion of a nine-month probationary period.

Must have or be able to get a working phone number, and be able to pass a criminal history background check.

First Review Date 2/22/2021

**SUPPLEMENTAL INFORMATION:**

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APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.jeffco.net/hr>

66 SE D Street  
Suite E  
Madras, OR 97741  
541-325-5002

[hr@co.jefferson.or.us](mailto:hr@co.jefferson.or.us)

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Position #DVSA  
BILINGUAL DVSA ADVOCATE I RE-OPENED  
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