



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

## **Bilingual Crime Victims' Advocate I**

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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>	03/08/21
<b>CLOSING DATE:</b>	03/22/21 11:59 PM
<b>DESCRIPTION:</b>	

The Bilingual Crime Victims' Advocate assists victims of crime by providing support and services to victims of adult and juvenile crimes in English and/or Spanish 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.

### **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.
- Provide information and referrals to victims that will further assist them with their needs (counseling, legal aide, etc.).
- Keep the victim informed of the case status either by phone, in person or through regular written notification. Advise the victim of their rights verbally and by providing the rights in the notification packet. Document contact with victims in the District Attorney's case file and in the computer.
- Maintain regular phone and/or personal contact with the victims.
- Keep the District Attorney or Deputy District Attorney advised as to the victim's status and of any problems or concerns that may arise.
- Prepare the victim for Grand Jury by explaining the court process and providing a safe waiting area.
- Prepare the victim 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 Victims' Compensation. Submit restitution information to the District Attorney handling the case and document all restitution information in the District Attorney's case file and in the computer.
- 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.

- Assist the victim in identifying issues about which he/she will need to make personal and practical decisions (i.e., safety/security, children, etc.).
- Send sentencing order packets and Victim Outcome surveys to victims.
- Assist victims with orders of protection.
- Research new or “good” addresses for victims on returned notifications.
- Work on-call after regular working hours as part of the Emergency Victim Assistance Response Program. Assist victims in crisis by phone or in person at the hospital or a public place.
- Keep the Director aware of any problems or concerns that may arise (i.e., personality conflicts).
- Maintain statistics regarding victim contact to be submitted in a monthly report to the Director of Victim Assistance.
- Provide support and services to victims in their primary language.
- Translate documents and interpret to provide advocacy for victims whose primary language is Spanish. Provide information in Spanish if preferred and available.
- 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.

### **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.

### **Probationary Requirement**

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

## **SUPPLEMENTAL INFORMATION:**

First review date: 3/22/2021

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.jeffco.net/hr>

Position #BILCRIM VIC ADV 1  
BILINGUAL CRIME VICTIMS' ADVOCATE I  
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