



Polk County (OR)

Victim Assistance /MDT Supervisor

SALARY	\$26.83 - \$33.95 Hourly \$4,651.00 - \$5,885.00 Monthly \$55,812.00 - \$70,620.00 Annually	LOCATION	Dallas, OR
JOB TYPE	Full time	DEPARTMENT	District Attorney's Office
OPENING DATE	08/05/2024	CLOSING DATE	8/19/2024 1:00 PM Pacific

Brief Description



ABOUT THE JOB

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.

MINIMUM QUALIFICATIONS

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.

SPECIAL QUALIFICATIONS

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.

General Statement

Polk County, the Organization:

Polk County takes pride in knowing that our employees are what makes the County a great place to work. We have a strong desire for each employee to feel respected; connected to the department they work for as well as other County departments and the community at large; and know that they are critical to County business. We understand that work may be necessary, but not what should define each individual. We all have diverse personalities and interests away from the job,

and at Polk County we encourage our employees to be connected to something bigger than work.

Benefits:

Polk County offers generous employee benefits including, but not limited to:

- 11 paid holidays per year
- 8 hours of vacation earned monthly with increases every 5 years
- 8 hours of sick leave earned monthly
- 4-5 Personal Leave Days earned each fiscal year (Depends on position; prorated depending on date of hire)
- PERS (Public Employees Retirement System) - 100% employer funded contributions
- Full health benefits for the employee and qualified family members with the employee paying only 10% of the premium
- Basic life Insurance - employer paid
- Optional benefits such as additional life insurance, short term disability, deferred compensation savings program and flexible spending accounts for unreimbursed medical and dependent care expenses
- Qualifying employer for Public Service Student Loan Forgiveness Program

Our Community:

Polk County is located in the Willamette Valley just an hour from the Pacific Coast to the west and an hour from Portland to the north. The population is approximately 87,000 and the area spans about 744 square miles, with two thirds of the western part of the county being forest. National protected areas include the Baskett Slough National Wildlife Refuge and Siuslaw National Forest.

The County is part of the agricultural richness the Willamette Valley has to offer. In recent decades, the valley has also become a major wine producer, with Polk County being one of the best in the area. The valley is often known as the "Oregon Wine Country." Polk County has over 25 wineries alone.

Polk County also houses the beautiful liberal arts college, Western Oregon University (WOU), and is only 30 miles from Oregon State University. WOU was an inaugural winner of the Higher Education Excellence in Diversity (HEED) award. This award recognizes universities and colleges that have demonstrated the highest level of commitment and action towards fostering a campus community that celebrates all the many facets of diversity. WOU is one of the most diverse universities in Oregon and has a higher percentage of Latino students in the Oregon University system.

Qualifications

Please refer to the [Class Specification](#) for the full job description and minimum experience, education and training requirements for this position.

Supplemental Information

**** A cover letter is required. If you are a military veteran and want to apply for Veterans' Hiring Preference, you must attach the Veterans' Preference Form (available on our website) and your DD-214/215 and/or disability letter. ****

**** DO NOT ATTACH ANY OTHER DOCUMENTS** (transcripts, letters of recommendation, certificates, etc.) They will not be considered at the application stage. You may bring them to the interview if you are selected to interview. **

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

Agency

Polk County (OR)

Address

850 Main St.

Dallas, Oregon, 97338

Phone

(503)623-1888

Website

<http://www.co.polk.or.us>