



# JOB DESCRIPTION

<b>Title</b>	<b>Victim Services Coordinator - Lead</b>	<b>Created</b>	July 2012
<b>Department</b>	District Attorney	<b>Revised</b>	
<b>Job Class</b>	A 15 3	<b>Safety Sensitive</b>	No
<b>Labor Union</b>	AFSCME Local 2746 Courthouse/Roads	<b>FLSA</b>	Non-exempt

## **Purpose**

To assist victims of crime with crisis response, advocacy, court preparation and accompaniment, and referral to services. Provide immediate crisis intervention and response and assist victims in accessing other needed social services and temporary shelter, if necessary. Coordinate with social service agencies and other providers to ensure that the victims get the services they need.

Provide legal information and support for victims throughout the processing of the case. Responsible for ensuring that victims are provided notice of rights and available remedies. The position provides a victim advocate who works directly with victims of crime to assist them in advocating for and exercising their rights in the criminal justice system.

## **Essential Functions**

- Provide immediate crisis intervention and response, accompaniment to court hearings, referral to services, assistance with obtaining restitution orders from the court, and information and notice of the case progress through the criminal justice system.
- Under the supervision of the office manager and district attorney, develop, recommend and implement policies, procedures and practices for an efficient program operation.
- Maintain a working knowledge and understanding of the criminal justice system and legislative changes as they relate to victim issues. Implement any changes necessary to comply with new legislation and insure that the program complies with current and new legislation that pertain to victims and victims' rights. Keep abreast of new case law and appellate decisions that have the potential to directly affect current cases and prior cases.
- Prepare and oversee grants, grant funding and fiscal monitoring and reporting. Compile quarterly, semi-annual and annual reports for the Department of Justice for VOCA and unitary assessment grants through the CVSD E-grants System (QFRs, narratives, statistics, CVSD Common Outcome Measures, Victims' Rights Outcome Measures, and Karly's Law Report).
- Serve as a liaison between the Department of Justice, as it relates to the Victim Assistance Program and District Attorney's Office. Participate in quarterly teleconference meetings with the Department of Justice Crime Victims' Services Division and annual directors' meetings.
- Monitor and evaluate program effectiveness in meeting established goals and objectives



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and the needs of the community.

- Maintain individual caseload and serve as the lead worker on high profile cases as assigned by the District Attorney. Participate in the Major Crime Team when deemed necessary by the District Attorney.
- Assist deputy district attorneys with trial preparation, coordinating witness appearance times and making travel arrangements for victims, as directed.
- Under the direction of the MDT Chair (the Chief Deputy District Attorney) act as the Coordinator for the MDT, assist in record keeping, budget, coordinating training, and maintain records and statistics for the CAMI grant.
- Provide victim information about post-conviction registration with Parole Board, VINE registration and notification of an offender's imminent release. Provide information and tracking of any post-conviction appeals information. Advise and register victims with the Department of Justice's post conviction victim advocacy program.
- Collaborate and work effectively with other community agencies; law enforcement, women's shelters, Women's Resource Center, child abuse centers, schools, hospitals and mental health providers, serve on various assigned committees. Represent the program and actively participate in Domestic Violence Council, MDT, Victim's Impact Panel, SART and other community committees as deemed appropriate by the District Attorney.
- Currently have certification as a Victim Services Professional or have the ability to achieve certification within three years from date of hire. Certification must be kept current.
- Maintain record of victim contacts initiated and received for required county performance measures.
- Recruit, screen, and train volunteers to accomplish services; monitor and evaluate work of volunteers.
- Perform related duties as assigned.
- Maintain work areas in a clean and orderly manner.

## ***Mandatory Qualifications***

Excellent communication skills; Knowledge of criminal justice processes and system, victims' rights, and community resources; Knowledge of word processing software and operation of standard office equipment; Equivalent to high school plus additional specialized training equal to two years of college in social work, psychology, sociology or closely related field; At least two years' experience in law enforcement or social services environment, or any satisfactory combination of experience and training. Excellent customer service and problem-solving skills; Possession of, or ability to acquire Oregon driver's license.

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## ***Desired Qualifications***

## ***Physical Demands***

Physical demands on the position are minimal involving moving materials, books, files, etc., weighing up to 15 pounds.

## ***Working Conditions***

Typical working office environment.

## ***Supervisory Responsibility***

Supervision of other employees is not a typical responsibility of this position. Train and provide information and assistance to new personnel to department regarding procedures and policies.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.



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Clatsop County Human Resources, 800 Exchange, Suite 410, Astoria OR 97103. 503-325-1000