

FROM (DEPT/ DIVISION): Victim Witness/Da

SUBJECT: Victim Witness Assistant 1/2 time grant funded

<p>Background: The Victim Witness Program has received additional grant funding to be administered from October 1, 2019 through September 30, 2021 and will support an additional 1/2 time position primarily to serve out of the Hermiston Office.</p>	<p>Requested Action Authorization to create and recruit for an additional 1/2 victim witness assistance. Continuation of the position is entirely based on the availability of continued grant funds.</p>
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ATTACHMENTS:

Date: ( 08/23/2019 ) Submitted By: Jennifer Blake

\*\*\*\*\*For Internal Use Only\*\*\*\*\*

Checkoffs:

- ( x ) Dept. Heard (copy)
- ( x ) Human Resources (copy)
- ( x ) Fiscal
- ( ) Legal (copy)
- ( ) (Other - List:)

To be notified of Meeting:  
Laura Jokinen

Needed at Meeting:

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Scheduled for meeting on: September 4, 2019

Action taken:

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Follow-up:

## **VOCA/CFA NON-COMPETITIVE ALLOCATION BREAKDOWN**

### **2017-2019 Grant Allocations**

#### **YR1**

VOCA = \$94,137.00

CFA = \$60,720.00

**YR1 Total = \$154,857.00**

#### **YR2**

VOCA = \$94,137.00

CFA = \$60,720.00

**YR2 Total = \$154,857.00**

**YR1 Total + YR2 Total = \$309,714.00**

### **2019-2021 Grant Allocations**

#### **YR1**

VOCA = \$174,084.00

CFA = \$60,720.00

**YR1 Total = \$234,804**

#### **YR2**

VOCA = \$174,084.00

CFA = \$60,720.00

Training/Emergency Services = \$20,000

**YR1 Total = \$254,804.00**

**YR1 Total + YR2 Total = \$489,608**

### **DIFFERENCE**

2017-2019 Total = \$309,714.00

2019-2021 Total = \$489,608

**Difference = \$179,894**

# UMATILLA COUNTY POSITION DESCRIPTION

Department: District Attorney's Office

Employee Name:

Division/Section: Victim Assistance Program

Position Title: Victim Services Assistant (Half-Time)

Union Covered: Yes

BOLI Exempt: No

Range: 12

**NOTE:** This is a half-time grant funded position for a period of two years. Funding will be administered October 1, 2019 through September 30, 2021. Renewal of the position after September 30, 2021 will be contingent on grant awards.

## **PURPOSE**

Provides assistance thru advocacy, education, notice, and support to victims of felony and misdemeanor criminal cases prosecuted by the Umatilla County District Attorney's Office. Provides clerical support and acts as a liaison between the victim, law enforcement, prosecutors, and community resources.

## **GENERAL DESCRIPTION OF POSITION**

The Victim Services Assistant will support victims through the prosecution of a criminal case and facilitate their participation in the criminal justice process. This position will help victims assert and enforce their statutory rights and aid them in their recovery efforts. The Victim Services Assistant works in collaboration with prosecutors, government agencies and community partners to meet the needs of the victims and the victims' families. This position participates in public relations and promotional activities for the Victim Assistance Program. The Victim Services Assistant will fill in and complete duties as needed and will be responsible for data collection to fulfill reporting requirements as outlined in the grant application.

## **SUPERVISORY RELATIONSHIPS**

This position is under the direction of the Umatilla County District Attorney and Director of the Victim Assistance Program. Office space will be provided at the Umatilla County District Attorney's Office in the city of Pendleton and in the city of Hermiston.

## **PRINCIPAL DUTIES OF POSITION**

- Advise victims of their statutory rights and assist them in exercising those rights.
- Provide general victim services to victims of crime.
- Provide assistance in obtaining restitution or compensation for medical and other expenses incurred as a result of the criminal act.
- Prepare victims for court hearings by informing them of procedures involved.
- Encourage and facilitate testimony by victims of criminal conduct.
- Accompany victims to court hearings and explain proceedings as they occur.

- Invite victims, when possible, in the decision making process in the criminal justice system.
- Act as a direct liaison between crime victims and law enforcement.
- Assist victims in the preparation and presentation of claims against the criminal injuries compensation account.
- Develop community resources to assist victims of crime.
- Fill-in duties of the Victim Assistance Program Director and staff as specified for vacation, sick leave, and as needed, in the Pendleton and Hermiston District Attorney's offices.
- Compile statistics and comply with reporting requirements of grant monitors.
- Keep attorneys informed of victim's status.
- Answer phones, direct calls and respond to public inquiries.
- Educate victims on the criminal justice system process.
- Arrange travel, lodging and meal accommodations for victims.
- Ensure victims of domestic violence and sexual assault crimes are assisted with immigration matters when needed.
- Promote safety and confidentiality of the victims we serve.
- Conduct all public relations, advertising, and promotional duties as needed.
- Assist with timely prosecution ensuring long term safety of victims and the community.
- Assist in improving cultural competency in the delivery of services.
- Abide by the Victim Assistance Program Policies and Procedures.
- Recruit and train volunteers who are residents of Umatilla County.
- Provide on-going supervision of volunteers in their service.
- Perform all other related duties as assigned by the Umatilla County VAP Director or District Attorney.

### **REQUIREMENTS FOR POSITION**

The applicant must have a High School Diploma/GED, although a college degree is preferred. Two years of experience in the social service field, and direct experience with crime victims is preferred. Experience in public relations; ability to promote agency through utilization of local resources; ability to train and coordinate volunteers on a variety of topics; and ability to work as a team member as well as independently. Experience using a computer, the internet and general office skills are required. Bilingual (English/Spanish) is preferred. This position is primarily based out of the Hermiston District Attorney's office. The applicant must possess a valid driver's license and have access to a vehicle.