

Victim Assistance Program Victim Services Assistant Position Description

UMATILLA COUNTY POSITION DESCRIPTION

Department: District Attorney's Office

Employee Name:

Division/Section: Victim Assistance Program

Position Title: **Cultural Specific Victim Service Assistant**

Must be bilingual (English/Spanish language).

Union Covered: Yes\BOLI

Exempt: No

Salary:

Range:

Note: This position is fully funded by a grant and is dependent upon annual renewal.

GENERAL DESCRIPTION OF POSITION

The Cultural Specific Victim Services Assistant will work under the Victim Assistance Program (VAP) through the Umatilla County District Attorney's Office. This position will assist victims of crime with their statutory rights and aid them in their recovery efforts. The Victim Services Assistant will participate in public relations and promotional activities for the VAP. This position is grant funded. The Victim Services Assistant will be responsible for data collection to fulfill reporting requirements as outlined in the grant application. This position will be responsible for recruiting and training volunteers for the Victim Assistance Program.

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

- Recruit and train volunteers who are residents of Umatilla County.
- Provide volunteer orientation and ongoing training as needed, based on recruitment populations.
- Provide on-going supervision of volunteers in their service.
- 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.
- Preparing victims for pending court hearings by informing them of procedures involved.
- Encourage and facilitate testimony by victims of criminal conduct.
- Accompanying 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.

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- Compile statistics and comply with reporting requirements of grant monitors.
- Keep attorneys informed of victims and witnesses status.
- Answer phones, direct calls and respond to public inquiries.
- Educate victims on the criminal justice system process.
- Perform all other related duties as assigned by the Umatilla County VAP Director or the District Attorney.
- Promote safety, confidentiality of the victims we serve.
- 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.
- All other duties as assigned.

REQUIREMENTS FOR POSITION

The applicant must have a High School Diploma/GED, although a college degree is preferred. Two years' 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 member of a team and/or independently. Experience using the computer and the internet and general office skills is required. Bilingual Spanish is required. The applicant must possess a valid driver's license and have access to a vehicle.

Employee's Signature/Date: _____