

UMATILLA COUNTY

EMPLOYMENT OPPORTUNITY

UMATILLA COUNTY DEPARTMENT OF HUMAN RESOURCES

County Courthouse, 216 S.E. 4th Street, Pendleton OR 97801

Phone: (541) 278-6282 - Fax: (541) 278-6374

TDD (Hearing Impaired): (541) 278-5467

AN EQUAL OPPORTUNITY EMPLOYER

July 17, 2017

17-35

POSITION ANNOUNCEMENT

POSITION: Victim Assistance Program Director
POSITION #: 17-35
DEPARTMENT: District Attorney's
SALARY: \$3,318.00/Month (to start), Plus excellent benefits
CLOSING: Open Until Filled

DESCRIPTION: The Director of the Victim Assistance Program (VAP) through the Umatilla County District Attorney's Office is under the direction of the District Attorney. The Director is responsible for managing the Victim Assistance Program. This position will assist victims of crime through the criminal justice process, inform victims of crime of their statutory rights, assist them in exercising those rights and aid them in their recovery efforts. The director will coordinate the DUII Victim Impact Panel, provide public presentations, oversee the program's budget, write and report compliance on grants, as well as train and oversee the duties of the Victim Services Assistant and volunteers.

REQUIREMENTS: 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 grants is preferred. Applicant must have experience in public relations, ability to perform public speaking duties, ability to promote agencies through utilization of local resources, ability to train and coordinate volunteers on a variety of topics, ability to work as a team member as well as independently. Experience using a computer, the internet and general office skills are required. The applicant must possess a valid driver's license and have access to a vehicle.

HOW TO APPLY: Use of Umatilla County application is MANDATORY. Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR 839-006-0465) with your application. Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist or to demonstrate qualifications or to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Department. This job announcement is not intended to serve as a comprehensive job description. Blank applications and a complete job description can be obtained on our website at www.umatillacounty.net or the Human Resources Office, Room 108. Applications will be accepted by hand delivery, mail, fax, or email to hr@umatillacounty.net.