

UMATILLA COUNTY POSITION DESCRIPTION

Department: District Attorney's Office
Employee Name:
Division/Section: Victim Assistance Program
Position Title: Victim Assistance Program Director

Salary Range: 18

Union Covered: Yes

BOLI Exempt: No

GENERAL DESCRIPTION OF POSITION

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.

SUPERVISORY RELATIONSHIPS

This position is under the direction of the Umatilla County District Attorney. This position provides supervision to the Victim Services Assistant and volunteers of the program.

PRINCIPAL DUTIES OF POSITION

- Seek stabilized funding opportunities for the Victim Assistance Program
- Monitor grants - report compliance
- Coordinate the DUII Victim Impact Panel; monitor the DUII Victim Impact Panel budget and report attendance to State Courts and other local interested agencies
- Make public presentations promoting victims' rights and the Victim Assistance Program
- Coordinate activities during Crime Victims' Rights Week
- Recruit and train volunteers who are residents of Umatilla County
- Provide on-going supervision of volunteers in their service
- Advise victims of their statutory rights and assist them in exercising those rights
- Provide general and specialized 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 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
- Involve 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
- Inform victims of case status
- Keep attorneys informed of victim's status
- Answer telephones, direct calls and respond to public inquiries
- Arrange for victims travel, lodging and meal accommodations
- Refer victims to appropriate public and private social service agencies
- Be a member of and attend meetings for MDT (Multi-disciplinary Team), SART (Sex Assault Response Team)
- Ensure that the Victim Assistance Program is compliant with current law (ORS 147.227)
- Abide by the Victim Assistance Program Policies and Procedures
- Promote safety and confidentiality of the victims we serve
- 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 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.

FOR HUMAN RESOURCES USE ONLY

Position Number: DADVWIT01

Position Approved BCC: _____

Position Reviewed: _____

Employee's Signature/Date