

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION		BAND	GRADE	SUBGRADE	FLSA STATUS
Supervisor		B	3 - Supervisor	2	Exempt
POSITION TITLE:	Victim Services Manager		POSITION#:		
<input type="checkbox"/> New <input type="checkbox"/> Revised (Check one)		Date:			
SERVICE TYPE:			NON-REP MANAGEMENT		
Employee Name:		Department:	District Attorney	Supervisor:	
FTE:	100%	Employment Status:	Regular Full Time		

Position Summary:

The person in this position will manage the Crime Victim Services Division of the District Attorney’s Office and represent the District Attorney’s Office as a model of good citizenship to the public and partners. This position will be responsible for personnel and program management, grant management, victim services and outreach and provide “point of contact” services to the victims of crimes as mandated by Oregon Law.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	<p>MFA: Personnel and Program Management</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> • Manage and supervise the crime victim advocate function for the District Attorney’s Office. Responsibilities include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees understand and follow policies and procedures; maintaining a healthy and safe working environment; and making or effectively contributing to hiring, termination, and disciplinary decisions. Manage staff schedule. • Provide employees with guidance in handling difficult or complex problems or in resolving escalated complaints or disputes. • Train or instruct employees in job duties, District Attorney Office policies, and state mandated processes or arrange for training to be provided. • Liaison between staff and other District Attorney areas to assure provider support needs are being met. • Responsible for crime victim advocate processes efficiency and improvement. • Implementation and oversight of crime victim advocate policies, procedures, and service standards in conjunction with management, resolve complaints or answer questions regarding policies and procedures. • Primary point of contact for issues & concerns related to the crime victim advocate program. 	65%

	<ul style="list-style-type: none"> • Participate in internal program collaboration. • Ensure departmental compliance with the statutory requirements of the Crime Victims' Bill of Rights. • Responsible for managing information related to budgeting of the crime victim advocate program. • Represent the Benton County District Attorney on various external committees related to crime victim advocate issues including public appearances on behalf of the Victim Services Division and participate in statewide efforts to pertaining to victims and victim services. This may require travel to different sites. • Responsible for performing notarial act. 	
2	MFA: Grant Management Essential Duties: <ul style="list-style-type: none"> • Proactively seek funding sources for Victim Services. • Write, track, monitor and report on competitive and non-competitive grants. • Maintain records and statistical information required for state and federal funding sources. 	20%
3	MFA: Victim Services and Community Outreach Essential Duties: <ul style="list-style-type: none"> • Advise victims of their rights. • Provide judicial and case information. • Accompany victims to court proceedings and provide support through the grand jury process. • Protect victim privacy concerns with regards to address confidentiality, protected health information and HIV/STD testing of defendant. • Facilitate property retrieval and/or restitution. • Provide information by telephone and/or by letter to named victims of law enforcements investigations which are declined for prosecution. • Advocate on behalf of crime victims. • Provide information about stalking orders and FAPA protective orders. • Provide assistance in explaining and registering people for sessions of the court-mandated Victim Impact Panel and provide back-up services for the WCJC Coordinator. 	15%
Percentages should total 100%		100%

Special Requirements:

<ul style="list-style-type: none"> • Must receive Notary Public within the first 30 days of hire. Notary must be maintained for duration of assignment. • Must have or obtain a valid ODL within the first 30 days of hire (travel required). Must maintain a good driving record. • Employee must complete the State Victim Assistance Academy, Basic Victim Advocacy Certification within the first year of employment. • Requires successful completion of a criminal background investigation. • Requires ongoing compliance with all Federal, State and Local statutes

Knowledge of and experience with:

- Oregon Criminal Justice System
- Program and contract or grant administration, evaluation and monitoring.
- Principles and practices of supervision.
- State regulations, statutes and best practices relating to victim rights and victim advocacy in the Adult and Juvenile justice systems.
- Crisis intervention techniques and victimology.
- Dynamics of domestic violence.
- Community resources for crime victims.
- Court and legal office practices, procedures, documents and terminology.
- Effective spoken and written communication.
- Ability to make decisions independently in accordance with established policies and procedures, and to use judgment in carrying out tasks and responsibilities; ability to maintain strict confidentiality; and to establish and maintain records, reports and other data.
- Considerable knowledge of legal office practices, procedures, documents and terminology, court procedures and processes and business English grammar and composition.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.