

LINN COUNTY CLASSIFICATION

TITLE: VICTIM ASSISTANCE PROGRAM DIRECTOR
NUMBER: 518 APPROVAL ORDER
PAY RANGE: 17 NUMBER: 2000-071
CATEGORY: MANAGEMENT/EXEMPT DATE: February 23, 2000

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Manage and supervise projects and volunteers involved with victim assistance to include program development and implementation. Direct supervision and evaluation of all program employees.

SUPERVISION RECEIVED: Works under the direct supervision of the District Attorney (expected to perform responsibilities and duties with minimal direction from District Attorney.)

SUPERVISION EXERCISED: Supervises and evaluates all program employees, including grant and intern positions. Provides administrative supervision of all program volunteers. Participates in employee selection and termination. Develops schedules, including: sick, vacation and training.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Responsible for selection, supervision, discipline, training and evaluation of all program employees.
2. Fiscal management of the program; monitoring monthly and quarterly expenditures, grant reports, statistic and record keeping, accounting and billing for grants.
3. Research, write and monitor Victims of Crime Act (VOCA) and Stop Violence Against Women Act (SVAWA) grants, as well as find new funding sources for the program.
4. Public relations, marketing and community education, service club and agency presentations.
5. Victim/Witness travel arrangements and accommodations.
6. Committee and meeting responsibilities to ensure collaborative, working relationships with a variety of community agencies.
7. Direct services for victims, including: case notification, referral, court advocacy and accompaniment.
8. Committee obligations as relate to program, i.e. Multi-disciplinary Team (MDT), Child Fatality Review, ABC House, DUII Board, Linn County Council Against Family Violence (LCCAFV), etc.

9. Plan and facilitate support groups (homicide group).

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10. Perform other related duties and tasks as assigned by the District Attorney.
11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILLS AND ABILITY: A strong management and supervisory background with a knowledge of budgets and finances. The ability to deal with victim and witness issues. Must be able to develop programs, write grants, make community presentations. Must be able to maintain professional working relationships with co-workers, employees, supervisors, and other agencies. Good written and verbal communication skills. Must be able to work under stressful conditions. Knowledge and skills in crisis management and the criminal justice system. Computer and office skills. The ability to operate office equipment and communicate clearly on the telephone and in person and the ability to exercise good judgement and maintain objectivity are needed. Ability to keep information confidential.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school. A Bachelor's Degree in a related field and at least two years experience in a supervisory position or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described. On-going relevant training is required.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record are necessary. Some driving to training, speaking engagements and other meetings is required. No criminal convictions. Must be willing to live in Linn County and have a home telephone. Must conduct himself or herself with complete personal integrity and the highest professional ethics.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office or courtroom setting. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds. Must be able to work with people who are extremely upset and, at times, threatening.