

POSITION: Victim Advocate Coordinator – CJC – Spanish Speaking Posting# 995370-0618sr

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

THIS POSITION IS GRANT FUNDED – HALF TIME – WITH BENEFITS

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REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents - Spanish Proficiency Questionnaire
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable

STARTING SALARY: Step 32 – 38 \$20.09 - \$23.08 Hourly

\$1,004.50 - \$1,154.00 Bi-weekly, based on half time

Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

25 hours per week, Tuesday evenings, Monday and Wednesday 8 - 5

OPENING DATE: June 29, 2018

CLOSING DATE: Open until filled

***All applications received by Friday, July 13, 2018** will be screened by the HR Office. Those applicants meeting the specified qualifications will be referred for a hiring interview. The Human Resources Office will continue to consider qualified candidates as needed until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Under general supervision of the Executive Director of the Children's Justice Center (CJC), assists victims of crime through the investigation and judicial process by providing information regarding the Child Protective Services and legal process, investigation process, and resources such as shelter, treatment, education, legal assistance, and financial aid. Recruits, screens, trains and supervises community volunteers to assist in serving children onsite and to work with child victims as mentors for a six month period.

DUTIES INCLUDE:

Provides onsite emotional support to child victims at the time they are involved in investigational interviews, and recruits, screens, trains and supervises community volunteers to assist with this function.

Recruits, screens, trains and supervises community volunteers as mentors to child victims to provide emotional support, enhance social skills and provide a healthy, supportive role-model for children to facilitate healing.

Provides necessary crisis intervention and responds to requests for assistance onsite and by telephone.

Provides regular follow-up telephone contact with victims/parents served to track treatment, assist in obtaining needed services, and provide information and emotional support.

Responds to victim/parent inquiries and notifies victims and witnesses of meetings, trials, court hearings, and case dispositions when requested.

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Informs victims and witnesses about the criminal justice process, responds to their requests for services and information, and provides referrals to appropriate community resources.

Serves as a liaison for crime victims and witnesses and assists investigators and prosecutors in communicating and meeting with victims and witnesses.

Maintains records of victim contact information, victim interactions and assistance provided to victims.

Writes and submits related grant applications and renewals and ensures compliance with grant requirements.

Makes necessary arrangements for communication with non-English speaking, impaired, and disabled victims and witnesses.

Attends meetings and training, represents the CJC Victim Assistance Program and may present at conferences and meetings regarding child abuse victim issues and victim/witness assistance or coordination and services.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: social work, child development, and the criminal justice process and victims' rights.

Skill in: interpersonal communication; word processing, data entry, spreadsheets, filing, record keeping, and record retrieval; reading, writing and basic math.

Ability to: stay calm while working with people in crisis situations; work with minimal supervision in the development of printed materials and new programs; maintain cooperative relationships with the public and multiple professionals who are involved in child abuse investigation, prosecution and treatment.

REQUIREMENTS FOR EMPLOYMENT:

Bachelor's degree in social or behavioral science or a related field and two years of experience working in a professional capacity with children/youth. Other combinations of education and experience deemed equivalent may also be considered. Must be fluent in Spanish.

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

LICENSURE/CERTIFICATIONS:

Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.