

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

*****GRANT FUNDED - HALF TIME - WITH BENEFITS*****

POSITION: VICTIM ADVOCATE COORDINATOR-SPANISH SPEAKING Posting#995370-0516jhm

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 26, \$16.91 hour/\$845 Bi-weekly, based upon ½ time, 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: April 20, 2016

CLOSING DATE: Open Until Filled

All applications received by May 4, 2016 will be reviewed and every two weeks thereafter until 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.

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 Personnel 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 Personnel 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 Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.