

LINN COUNTY CLASSIFICATION

TITLE: CRIME VICTIM PROGRAM COORDINATOR

NUMBER: 519

APPROVAL ORDER NUMBER: 2015-388

PAY RANGE: 12

DATE: November 24, 2015

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Manages program to assist victims of crimes. Work includes program and grant development, grant management including fiscal and staff supervisory responsibilities, as well as direct contact with victims and clerical work.

SUPERVISION RECEIVED: Works under the general supervision and guidance of the District Attorney (DA). Expected to perform responsibilities and duties with minimal direction.

SUPERVISION EXERCISED: Exercises supervision over assigned staff including volunteers; participates in the selection of new personnel, provides training, evaluates performance and recommends personnel transactions and discipline.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in 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. Develop and manage a program to assist victims of crime, providing at a minimum the services outlined in ORS 147.227. Ensure that timely knowledgeable and supportive services are provided to victims of crimes.
2. Develop additional funding sources to staff the program and add services to the program as required by funding sources. Research, write and monitor grants and track services provided and prepares accurate reports (fiscal and otherwise) to ensure grant continuance.
3. Provide fiscal management of the program. Develop computer spreadsheets to track revenue and expenses and maintain balanced accounts. Make timely and accurate reports to funding sources.
4. Responsible for selection, supervision, discipline, training and evaluation of all program employees. Coordinate the efforts of Crime Victim Specialists and volunteers.
5. Utilize case management system to enter all information relating to case victims/witnesses in a timely manner. Ensure victim/witness information is accurate and up-to-date at all times. Receive information from and share information with Deputy District Attorneys in order to deliver justice and achieve the best possible outcomes for victims of crime. Provide up-to-date information to DA staff concerning victim rights.
6. Provide acute services to victims and witnesses during normally scheduled work week and also provide after-hours services as required. Make initial contact, by telephone or in person, with identified victims of crime. Explain services available, including an explanation of the criminal justice process, case information, referral services, crisis

CRIME VICTIM PROGRAM COORDINATOR

Page 2

intervention, victim advocacy, court accompaniment services, etc., as appropriate. Work with victims to determine restitution and make referrals to Crime Victim Compensation.

7. Ensure that program staff make travel and lodging arrangements for victims/witnesses whose presence is necessary for the Deputy District Attorney's effective prosecution.
8. Assist with community education about victim rights, and serve on related community organization committees. Maintain existing crime victim support groups and develop others as may be appropriate with the following committee obligations that relate to program, i.e. Multi-Disciplinary Team, Child Fatality Review, ABC House, DUIL Board, Statewide Victim Services Committee, etc.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

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 knowledge of budgets and finances. The ability to deal with victim and witness issues. Must be able to develop programs, write grants and make community presentations. Must be able to maintain professional working relationships with coworkers, employees, supervisors, and other agencies. Good written and verbal communication skills. Must be able to work under stressful conditions and be able to work with and respond appropriately to highly agitated and threatening people. 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 judgment and maintain objectivity are needed. Ability to keep information confidential pursuant to office policy.

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 environment. Work requirements include the ability to move about the workplace and to communicate with victims, witnesses, and co-workers in a manner that accomplishes all the functions, requirements and objectives of this classification; to handle or operate objects or controls customary to the classification; and to lift and move thirty (30) pounds. Must be able to work with people who are extremely upset and, at times, threatening.