



BENTON COUNTY (OR)
invites applications for the position of:

Victim Services Manager

SALARY: \$4,085.47 - \$6,127.33 Monthly
\$49,025.60 - \$73,528.00 Annually

OPENING DATE: 10/02/17

CLOSING DATE: Continuous

POSITION SUMMARY:

About Our County: When you're not at work, Benton County has lots to offer. With a population of 85,000, Benton County provides outdoor recreation galore and ample opportunities for cultural activities. The county seat, Corvallis, is home to Oregon State University. A unique college city of 54,000 people, Corvallis offers university town amenities, shopping, restaurants and cultural opportunities of a large metropolis with a cozy small-town lifestyle. Looking for a rural community? Benton County has those, too. Whether you like agriculture and serene valley settings or would like to make your home in the woods of the Coast Range, we have a variety of living choices. Nestled in the mid-Willamette Valley wine country, we're just 90 miles from Portland and short drives from the ocean and mountains. You could say, there's plenty of chance for work-life balance when you come to work in Benton County. So the question is, are you ready to make a difference with us?

Want to find out more? Visit our [website](#) and watch our [YouTube video](#)!

Total Compensation Package

Benton County is proud to offer a comprehensive total compensation package with a competitive annual salary, opportunity for performance based increases, and a generous benefit package. This position is also eligible for 64 hours of personal leave, 9 paid holidays and 2 floating holidays. Additional perks include County paid 457 contribution, the opportunity for professional development through continuing education. The Benton County District Attorney's office does not have a residency requirement.

Position Description

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 Functions:

MFA: Personnel and Program Management**Essential Duties:**

- 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.
- 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.

MFA: Grant Management**Essential Duties:**

- 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.

MFA: Victim Services and Community Outreach**Essential Duties:**

- 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 enforcement investigations which re 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.

Minimum Qualifications

- Associate's degree or two-year technical certificate from an accredited college or university in a field related to area of assignment

- 5 years of related experience
- At least 2 years of supervisory or lead work experience.
- 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 (some 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.
- Ongoing compliance with all Federal, State and local statutes.
- Requires successful completion of a criminal background investigation.

An equivalent combination of education and experience may be accepted. Please note there is no equivalent for the 2 years of required lead/supervisory experience.

IDEAL CANDIDATE

Our ideal candidate would have considerable knowledge of legal office practices, procedures, documents and terminology, victimology, stress, and crisis intervention techniques; court procedures and processes; and business English, grammar, and composition. Be skilled in interacting with people under stressful conditions. Have the ability to meet and deal effectively with the public and other employees; ability to make decisions independently in accordance with established policies and procedures, and to use judgment in carrying out tasks and responsibilities under tight deadlines with a large body of work; ability to maintain strict confidentiality; and to establish and maintain records, reports and other data.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.co.benton.or.us/>

Position #17-074
VICTIM SERVICES MANAGER
CH

4077 SW Research Way
Corvallis, OR 97333
541-766-6081

camille.hughes@co.benton.or.us

Victim Services Manager Supplemental Questionnaire

- * 1. What is your highest level of education?
- ☐ High school or equivalent
 - ☐ Some college
 - ☐ Associate's degree
 - ☐ Bachelor's degree
 - ☐ Master's/Professional
- * 2. How many years of progressively responsible experience do you have in the area of assignment?
- ☐ Less than 2 years
 - ☐ 3-4 Years
 - ☐ 5 Years
 - ☐ 6 Years
 - ☐ 7 or More Years
- * 3. Do you have at least 2 years of lead/supervisory experience?

☐ Yes

☐ No

* 4. Are you currently a certified Notary Public?

☐ Yes ☐ No

* 5. Do you have experience in a fast paced, high volume office? Please provide yes/no, length of experience and briefly describe.

* 6. Briefly describe your victim advocacy experience and training. Indicate if the program was community/non-profit or within the criminal justice system (250 words or less)

* Required Question