

**CURRY COUNTY  
JOB DESCRIPTION**

**JOB TITLE: Victim Assistance Program Director - District Attorney's Office**

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<b>EXEMPT:</b>	No	
<b>SALARY LEVEL:</b>	U-8	
<b>SUPERVISOR:</b>	District Attorney	
<b>PREPARED BY:</b>	District Attorney	April 2022

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**POSITION SUMMARY:**

Directs the victim assistance division of the District Attorney's Office and in doing so, directs the administration of Federally and State mandated comprehensive crime victim services as defined in ORS 147.410 et seq..

This position manages all aspects of Curry County's Victim Assistance Program to assure that quality and timely services are provided to victims. The director is responsible for planning, coordinating, and supervising all departmental activities. The director is responsible for coordinating grant projects, managing programs and supervising staff.

Develops and maintain financial resources for program operation.

Performs duties independently, following established policies and within the guidelines of the department.

**SUPERVISION RECEIVED:**

Works under the supervision of District Attorney. Operates from general policies, procedures and instructions, but must exercise individual discretion and tact when dealing with the public. Job involves a high degree of complexity and comprehension of police reports.

**SUPERVISION EXERCISED:**

Supervises program volunteers and staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Develops and implements program policies and procedures
2. Develops and maintains financial resources, i.e., grant and budget preparation, maintains all fiscal records. Prepares and maintains all records and reports to meet grant requirements.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)**

3. Recruits, trains, and supervises volunteer and Victim Assistance Program staff.
4. Provides information as directed to public bodies regarding the Victim Assistance Program.
5. Works and acts as liaison with agencies and individuals regarding policies, procedures, and individual cases (providing interagency assistance when required for victims). Develops partnerships with statewide authorities and local community professionals.
6. Participates as member of county task forces, i.e., MDT, SART, Major Crimes Team, , etc.
7. Conducts public speaking and training presentations; arranges and provides interagency training workshops.
8. Assists with case consultation and tracking of cases.

9. Provides direct victim services: Informational and emotional support, court date notification, courtroom preparation and accompaniment, information, and referrals; mediates between victims, judicial system, and law enforcement; assists with CV Compensation, restitution, victim logistical needs, etc.
10. Contacts victims by phone, written notices and in person several times a month.
11. Be available for after hour call-out to aid crime victims on-scene, at the hospital, etc.
12. Participates in professional organizations: CVAN, etc.
13. Provides information and assistance to victims regarding the criminal justice system as it pertains to victimization, civil protection orders, crime seriousness and sentencing..
14. Provides duties required for fiscal management and development of the program. Works with the District Attorney in preparing and managing the annual budget.
15. Research, applies for and administer all grant awards. Complete necessary progress reports and expenditure reports.

#### **QUALIFICATION REQUIREMENTS:**

Familiarity with criminal justice system and community resources. Knowledge, understanding and empathy regarding needs of crime victims. Knowledge of legal requirements, regulations, and laws applicable to Victim Assistance Program.

Knowledge and ability to operate various computer programs. Grant writing ability.

Considerable knowledge of record keeping and reporting and ability to establish and maintain records, reports, and statistical data. Ability to work independently. Ability to handle difficult people and crisis situations in a calm and professional manner. Ability to establish and maintain effective working relationships with staff, other agencies, and the general public. Effective oral and written communication skills. Ability to maintain confidentiality.

**EDUCATION AND/OR EXPERIENCE:**

Bachelor's degree in social sciences or any combination of education and experience which would provide the applicant with the skills, knowledge, and ability to successfully fulfill the duties of the position. Experience in a legal or law enforcement setting preferred.

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**JOB CONDITIONS:**

Normal working hours but also subject to call out as indicated below. Work is primarily performed in office and court with a need to deal with hostile or upset individuals. The position is impacted by urgent time deadlines, uncontrollable interruptions, need to shift attention before tasks are completed and repetitiveness. May be called upon for evening or weekends in emergency situations to provide direct victim services. Conditions can be stressful due to high emotional state of victims.

**SPECIAL REQUIREMENTS:**

Valid Oregon driver license.

Professional licenses, certificates, and continued training as may be required.

Criminal background check.