EMPLOYMENT OPPORTUNITY

MASS VICTIMIZATION ADVOCATE I

SALARY

$17.60-$21.13 per hour, plus benefits

FILING DEADLINE

Open until filled.

DUTIES AND RESPONSIBILITIES

The Mass Victimization Advocate will coordinate community response to mass criminalization victimization incidents; develop, organize and coordinate plans that support and enhance immediate response and recovery efforts for victim/witness services. The major duties of the job include:

- Develop a comprehensive crisis response/mass victimization assistance plan.
- Develop victim assistance crisis response protocols.
- Develop and implement mutual-aid memorandum of understanding (MOU's) with Victim/Witness Assistance Centers in neighboring counties.
- Conduct outreach to and participate in community meetings with leaders within law enforcement, victim services, legal services, prosecutors' office, city and county government, emergency management, medical services, and education departments to provide information about trauma informed responses.
- Conduct community outreach and education as it pertains to victim services and crisis response.
- Develop relationships to facilitate communication with those in charge of the community/county crisis response plan to educate on Victim/Witness services and establish Victim/Witness's role in the emergency response plan.
- Assess and determine victim needs in relation to crime committed and level of response necessary; assist witnesses in dealing with life situations impacted by the crime.
- Compile and maintain records and statistics related to the Victim/Witness Program.
- Assists in the preparation of reports to other agencies.
- Assist in developing and implementing victim/witness policies and procedures; recommend changes in system or procedure that will enhance victim/witness participation.
- Assist victims/witness with the criminal justice system; explain and orient them to the system and how it works.
- Work closely with other agencies providing services to victims/witnesses; assists in program promotion to community and civil groups, as necessary.
- Advises clients on restitution rights and the availability of services.
- Arranges for client transportation.
- Other duties may be assigned.

MINIMUM QUALIFICATIONS

Education and Experience

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One year of responsible social work or social service experience (volunteer experience is creditable on an hour for hour basis) **and** equivalent to an Associate of Arts Degree in Sociology, Psychology, Criminal Justice or a related field.

OR

Two years of responsible social work or social service experience (volunteer experience is creditable on an hour for hour basis) **and** 30 semester or 45 quarter units of college level credit with an emphasis on Social Work, Sociology, Psychology, Criminal Justice, or a related field.

NOTE: A Bachelor's Degree in Social Work, Sociology, Psychology, Criminal Justice, or a related field is fully qualifying at this level.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California driver's license.
- Completion of Entry Level Victim Advocate Training, Advanced Advocacy Training, and the California Crime Victims Assistance Association (CCVAA) Crisis Response Training in accordance with State guidelines.

SELECTION PROCESS

Application materials will be reviewed, and the best qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. The Lassen County application is available in Personnel/Risk Management Services at our web site at: http://lassencounty.org, or visit our application center at the address listed below. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department
221 South Roop Street
Susanville, CA 96130

☎ (530) 251-8320 ☎

Opened: May 6, 2021

☞ GENERAL INFORMATION ☜

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted post-conditional-offer of employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.