

EMPLOYMENT OPPORTUNITY



Internal XX Opening Date: August 25, 2017

External XX Close Date: September 22, 2017
at 5:00 p.m.

Grade: G-10 (SP) Salary: \$17.24 - 25.74 hr

Vernal City is an Equal Opportunity and Affirmative Action Employer and does not discriminate against the disabled in employment services.

VICTIM ADVOCATE PROGRAM DIRECTOR

Summary of Responsibilities:

Under the direct supervision of the Chief of Police, completes daily reviews of violent crime reports, has personal contact with crime victims, assigns follow-up victim contact to volunteers and facilitates volunteer training.

Example of Duties:

1. Review and assess violent crime reports submitted by crime victims.
2. Contact victims of violent crimes, particularly domestic violence, and provide information regarding resources available such as shelter care, treatment and education programs, legal assistance, financial aid, and explain the investigative process.
3. Arrange for transportation if necessary for the victim and children to a shelter, hospital, family member, friend or other safe location.
4. Supervise volunteers, including assign excess cases to volunteers and help facilitate training of volunteers.
5. Provide written documentation regarding intervention provided to clients with intervention reports to include an action plan and client's signature and be completed in an accurate, timely, and comprehensive manner.
6. Be on call for a specified time period in order to respond quickly, effectively and directly to domestic violence situations.
7. Keep statistical reports of victim contacts and provide weekly reports to the Chief.
8. Provide on-going emotional support and validation in a non-judgmental fashion to victims with whom you may come in contact with repeatedly.
9. Prepare applications for and administers grants necessary for the victim advocate program of the City.
10. Perform other duties as assigned.

Minimum Qualifications:

1. High school graduate or equivalent.
2. One (1) year of documented experience in victim advocacy work, domestic violence intervention, abuse intervention or similar work. A bachelor's degree in sociology, psychology, human services or comparable study from an accredited college may be substituted for six (6) months experience.
3. Must have a documented minimum forty (40) hours of professional training in domestic violence intervention, victim advocacy work or abuse intervention or professional certification in domestic violence intervention, victim advocacy work or abuse intervention within the last five years.
4. Must be twenty-one (21) years of age or older.
5. Must possess or qualify for a valid Utah Driver's License or qualify for a Utah drivers license within thirty (30) days of hire.
6. Preference will be given for experience in VAWA / VOCA / grant programs.

Method of Selection:

1. Review of Applications
2. Interview

Apply To:

Vernal City Human Resources
374 East Main St
Vernal, UT 84078
Phone: (435) 789-2255
Fax: (435) 789-2256
E-mail: hr@vernalcity.org
Website: www.vernalcity.org

VERNAL CITY APPLICATION REQUIRED