



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept. 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Victim-Family Support Specialist
Department: Juvenile
FLSA Status: Non-Exempt
WC Code: 8832
Effective Date: February 25, 2020
Last Revised: February 25, 2020
Pay Grade: A14
Union: AFSCME

SUMMARY

The Victim Family Advocate is responsible for providing advocacy services to child victims and their families. The person in this position will be involved in coordinating intervention services recommended by the MDT members, identifying any barriers that may prevent the family from receiving services, and advocating for immediate service implementation. He/She will be present when children and families are at the Center and will serve to support and answer questions about the investigative process, court process, and treatment options. The Victim/ Family Support Specialist will monitor and maintain the case logistics and tracking of all cases at the CAC.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Makes initial contact with the family once an interview is scheduled to answer any preliminary questions they may have.
2. Perform a safety assessment of the family and develop and recommend a safety plan for the child victim and family.
3. Provide crisis intervention for victims and families referred to them by law enforcement on those cases that do not involve a Child Protective Service (CPS) worker.
4. Answer questions related to the investigative process and provide feedback to the assigned Child Protective Service worker and/or law enforcement officer.
5. Attend the Child Medical Exam if requested by the family or the law enforcement officer assigned to work with the family.
6. Maintain contact with the victim and family throughout the investigation and prosecution when requested by the family or the law enforcement officer.
7. Coordinate with other advocates that may be working with the child and family, i.e. Guardian ad Litem volunteer and/or Rape Crisis worker.
8. Assist the family in accessing services recommended by the team.
9. Attend court proceedings with the child and family if requested. Testify as witness when required.
10. Prepare cases tracking and review schedules. Maintain and update case records and referrals in agency database.
11. Attend case review and follow through with any recommendations of the team.

12. Remains current with professional literature on child abuse issues.
13. Assists with training sessions for community professionals regarding CAC operations and protocol.
14. Assists with community education and professional training on child abuse prevention.
15. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervision is not normally a duty of this position.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Incumbents must possess knowledge of the juvenile justice system, court procedures, child abuse and neglect; must have the ability to communicate effectively both verbally and in writing; remain calm and work successfully with individuals in crisis and emotional situations; prioritize tasks, establish and maintain effective working relationships with a variety of agencies involved in child abuse cases, the court system, community groups and the general public. Ability to analyze and evaluate the community's resources for families and barriers that prevent families receiving prompt and/or immediate service.

EDUCATION AND EXPERIENCE

Bachelor's degree in psychology, criminology, sociology or closely related field; and one year of progressively responsible experience working with the court system, juveniles and/or victims, preferably in child victim advocacy; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

TYPICAL PROBLEMS ENCOUNTERED

Typical problems revolve around highly emotional families given child victimization issues from initial forensic interview through court process.

JOB IMPACT

Consequences of error could include exposure to litigation and public embarrassment due to inappropriate handling of a court case and/or returning a child home to a dangerous environment or unstable/unsanitary conditions due to mishandling of a child's case. Errors in reporting and budgeting for grant purposes could result in a loss of funding.

JOB CONTACTS

This position requires working closely with various agencies involved in child abuse cases, the court system, volunteers, community groups and with children who are victims of physical/sexual abuse and neglect and their families.

LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing; maintain composure and work effectively with individuals in crisis and emotional situations; work effectively with juvenile offenders and their families, law enforcement personnel, social service agencies, and the general public; comprehend, interpret and apply law, rules and regulations; exercise good judgment and common sense in the application of established policies and procedures; maintain records and prepare accurate reports.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITIES

Ability to make recommendations/decisions regarding the disposition of cases and/or whether or not a juvenile should remain at home and what steps need to be taken to insure successful functioning at home in school and in the community. Responding to these problems might require referring to department policies and procedures, applicable federal and state laws, training and experience.

OTHER SKILLS AND ABILITIES

Ability to speak and make public presentations, write and present educational materials to groups. Must possess computer literacy. This position has regular exposure to primary and secondary stress as a result of processing abuse cases. Routine assessment and self-care are necessary to offset physical and mental effects of the stress.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's License; safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing/physical examination and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

WORK ENVIRONMENT

This position requires dealing with the frustrations of the victims and their families, the slowness of the judicial system and the possibility of hostile parents or defendants. The position is impacted by the requirement to meet deadlines established by the courts and grants; the need to make quick decisions under pressure in dealing with volunteer problems and frantic victims; the need for accuracy and attention to detail in the preparation of court documents; and uncontrollable interruptions.

PHYSICAL REQUIREMENTS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 25 lbs.			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
<input type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>