

# **LINN COUNTY CLASSIFICATION**

<b>TITLE:</b>	<b>CRIME VICTIM INTERVENTION SPECIALIST</b> (Juvenile)	
<b>NUMBER:</b>	<b>624</b>	<b>APPROVAL ORDER</b>
<b>PAY RANGE:</b>	<b>09</b>	<b>NUMBER: 2001-566</b>
<b>CATEGORY:</b>	<b>OPEU</b>	<b>DATE: October 16, 2001</b>

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Provide timely, knowledgeable, supportive services to victims of juvenile crime. Responsible for initial contact by phone, notification by mail when necessary and letters of disposition. Referral of appropriate cases to Linn County Mediation Services. Responsible for case management, tracking of reports and referrals made to local services. Provide victims with case information, crisis intervention and other needed services. Provide an explanation of the Juvenile Court process and courtroom advocacy when necessary. Provide public relations and community education by making presentations and public speaking engagements in the community. Become involved with various committees within the community to help provide services to victims and enhance working relationships with other agencies.

SUPERVISION RECEIVED: Works under the direct supervision of a Supervising Probation Officer and the Director of the Juvenile Department. Works harmoniously with Probation Officers assigned to provide case management and services to juvenile offenders.

SUPERVISION EXERCISED: Supervision of other employees is not a principle responsibility of positions in this classification; facilitates training and assignment of volunteers to insure appropriate and effective case management of services provided to victims of juvenile crime.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Provide direct victim advocacy services to all identified victims of juvenile crime and, specifically, to all victims of person to person crimes alleged to be committed by juveniles.
2. Provide victim services, which include an explanation of the juvenile process, victim advocacy and court accompaniment.
3. Provide up-to-date information to juvenile staff concerning victim services.
4. Work closely with the District Attorney's Office and share information and training with other Victim Specialists to improve services provided to victims of juvenile crime.
5. Coordinate activities with Juvenile Probation Officers to determine victim loss, respond to issues regarding restitution and assist in referrals to Linn County Mediation Service and other case management duties pertaining to victim services.
6. Responsible for the recruitment and assigning of volunteers providing victim services within the Juvenile Department.

7. Work with the Juvenile Department to determine priorities for contacting victims by phone, through the mail or face to face, as appropriate.
8. Follow up with victims prior to disposition. Refer problem cases to appropriate supervisor.
9. Make referrals and help with applications to Crime Victim Compensation.
10. Provide public relations, marketing and community education through public speaking and by serving on community committees.
11. Assist the Juvenile Department Supervising Probation Officer/Director with additional duties as assigned regarding victim assistance.
12. Develop and maintain effective, harmonious and reasonable work relationships with others.
13. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:**

14. Other duties as assigned.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILLS AND ABILITY:** Must possess the ability to communicate effectively with others and must be able to maintain positive professional working relationships with volunteers, colleagues, clients, supervisors and other outside agency personnel. Requires sensitivity in sometimes difficult situations and the ability to provide direct victim services while maintaining objectivity and fairness. Must possess the ability to function under stressful working conditions; to exercise good judgement and work well in a group or independently. The ability to operate a computer and other office equipment and to communicate effectively on the telephone and in person are also needed. Ability to keep information confidential.

**EXPERIENCE, EDUCATION AND TRAINING:** Graduation from a senior high school; college degree in a related field preferred. Experience working with volunteers is desirable. Participation in on-going relevant training is required. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described will be considered.

**NECESSARY SPECIAL QUALIFICATIONS:** Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must conduct himself or herself with complete personal integrity and the highest professional ethics and have no criminal convictions. Must have a home telephone.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to see, talk and hear, sit and stand, walk, bend, stoop; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work also requires the ability to lift or move thirty (30) pounds. Must be able to work with people who are extremely upset and, at times, threatening.