

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of Adopting a Position)
Description for an Existing Position)**

ORDER NO. 23144

WHEREAS, it is the recommendation of Julie Swift, Payroll & HR Coordinator, that the attached position description be adopted for the following position:

Juvenile Victim Advocate
Position Title

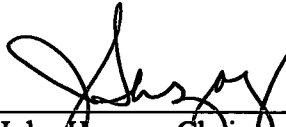
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WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation.

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of August 17, 2022. This description replaces any previous description approved for this position.

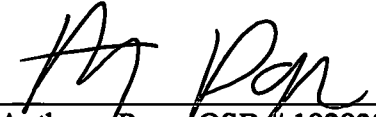
DATED this 17th day of August, 2022.

**CURRY COUNTY
BOARD OF COMMISSIONERS**



John Herzog, Chair

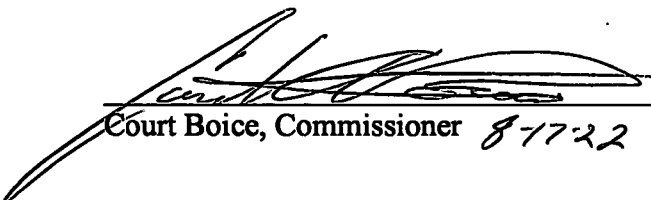
Approved as to Form:



Anthony Pope, OSB# 192939
County Legal Counsel

Absent

Christopher S Paasch, Vice Chair



Court Boice, Commissioner 8-17-22

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Victim Assistance Program Advocate (Irregular)

EXEMPT: Irregular
SALARY LEVEL: E
SUPERVISOR: Director - Juvenile
PREPARED BY: Director - Juvenile

August 2022

POSITION SUMMARY:

This position serves the victims of Juvenile Crimes in Curry County using the Federal and State mandated comprehensive crime victim services as defined in ORS Chapter 147; 419C.273; 419C.276.

Provides direct victim services to victims of juvenile crime and performs duties with minimal supervision from the Juvenile Director. Follows established policies and procedures within the guidelines of the department.

SUPERVISION RECEIVED:

Works under the direct supervision of the Juvenile Department Director. 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, comprehension of police reports, and interpretation of Federal and State Victim Right statutes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Serves as a Victim Advocate on Juvenile crimes.
2. Works and acts as liaison with agencies and individuals regarding policies, procedures and individual cases (providing interagency assistance when required for victims) to include outside agencies that support victims.
3. Provides direct victim services: informational and emotional support, victims' rights notifications, court date notifications, victim forms and requests for compensation, courtroom preparation and accompaniment, information and referrals; mediates between victims, judicial system and law enforcement; assists with CV Compensation, restitution, victim logistical needs, etc.
4. Ability to stay educated on Victim Crime Rights and statutes and incorporate them into the policies, practices and procedures.
5. JJIS trained and approved.

JOB DESCRIPTION

JOB TITLE: Victim Assistance Program Advocate (Irregular) - Page 2

QUALIFICATION REQUIREMENTS:

Familiarity with Juvenile Justice Information System and community resources. Knowledge, understanding and empathy regarding needs of crime victims. Knowledge and ability to operate various computer programs. Knowledge of record keeping and reporting and ability to establish and maintain statistical data. Ability to work with minimal supervision. 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:

High school graduate or GED equivalency required, and three years of experience working directly with the public in the public safety sector or human services field; or at least two years of field-related college and one year of experience; or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

JOB CONDITIONS:

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

SPECIAL REQUIREMENTS:

Valid Oregon driver license.
Certificates and continued training as may be required.
Criminal background check.