

All applicants must complete an application to be considered - those submitting resumes only will not be considered.



Circuit Court Of Jackson County, Missouri

Vacant Position

Date: 10/12/2021

Posting No.: 2021176

Position Title: Victim Specialist **Position No.: 9021**

Department: Family Court Resource Services

Work Location: 625 E. 26th Street - Kansas City MO

Work Hours: 8:00 a.m. - 5:00 p.m. Monday thru Friday

Salary: County Paid Position - Non-exempt Grade C 7 - \$19.45 Hourly

Salary Range For Internal/Rehire Applicants: \$19.45 - \$29.17 Hourly

EXTERNAL APPLICANTS CLICK HERE TO APPLY; INTERNAL APPLICANTS GO TO ESS (The internal application for promotion/transfer may be obtained on the HR ICON on Lotus Notes)

Employment Specialist: **Amanda Riley**. Applicants for clerical positions which require skill testing must be tested for consideration. ALL CURRENT EMPLOYEES APPLYING FOR THESE POSITIONS MUST SUBMIT AN INTERNAL APPLICATION FORM TO HUMAN RESOURCES.

Applications must be received by Human Resources no later than 05:00 PM on 11/12/2021

POSITION PURPOSE AND EXAMPLES OF WORK:

POSITION PURPOSE: To serve as an advocate and provide information, services and support to victims, families or caretakers of juvenile delinquency and oversee planning and activities of victim services including program and policy development.

MAJOR TASK STATEMENTS & REPRESENTATIVE ACTIVITIES (Percentage of Time): *(The information contained herein is not intended to be an all-inclusive list of duties and responsibilities of the job; other tasks may be assigned. The area to which the job is assigned will govern which duties apply. Management reserves the right to amend and change responsibilities, work shift/schedule, facility, or department to meet business and organizational needs as necessary, including, but not limited to the re-assignment of employees and positions, elimination of positions, and opening, moving, or closing of facilities and units.)*

40% Provide direct services to crime victims and/or families or caretakers.

- Provide crime victims or children who are victims or witnesses of abuse and their families or caretakers with general support and advocacy services and information through mailings, phone calls, and on a personal basis.
- Ensure victims, families, and caretakers are aware of their statutory right.
- Provide crisis counseling as necessary and address concerns and questions.
- Provide referrals to established social and community services and resources, which may involve financial assistance, medical and mental health services, and examinations, housing, and transportation.
- Educate, assist, and guide in applying for available compensation funding and completion of victim impact statements.
- Keep victims informed of court dates and other pertinent case information.

- Accompany victims to court and provide support and assistance throughout the legal process.
- Interpret and explain court proceedings and procedures.

30% Responsible for the development, administration, and evaluation of the victim service program.

- Serve as lead Victim Services contact to law enforcement, legal staff, court staff, and external agencies.
- Conduct research and stay abreast of developments and trends in the victim services field.
- Develop tools and information resources for victims designed to achieve service area goals.

30% Prepare materials for and conduct victim empathy classes and public speaking regarding victim services. Perform reporting and service coordination duties, and perform related duties as required.

- Conduct public speaking presentations for general public, and victim empathy training for court staff.
- Monitor and assess data for entire service area and prepare service reports.

SUPERVISION OF: None. May provide supervision to volunteers, or interns.

SUPERVISION BY (Include level of Supervision): Director, Family Court Resource Services provides general supervision.

SERVICE RESPONSIBILITY:

INTERNAL: Family Court and Judiciary staff.

EXTERNAL: Adult crime victims, and/or their families or children who are alleged victims or witnesses of abuse and their families, or caretakers. Staff of partner agencies.

PRIMARY EQUIPMENT, TOOLS & MATERIALS USED: Telephone, computer, keyboard and printer, case history files, victim and case records, and police reports.

MINIMUM EDUCATION AND EXPERIENCE:

(Education above the minimum stated may be substituted on a year for year basis for the required general experience; experience above the minimum stated may be substituted on a year for year basis for the required education.)

EDUCATION: Bachelor's degree in behavioral or social sciences, social services, criminal justice, or a directly-related field.

EXPERIENCE: Two years directly-related experience in advocacy in the family law system (such as domestic violence, child protection agencies, courts, etc.) or related human services area. Some experience in criminal justice field.

SPECIAL REQUIREMENTS:

- Must have valid driver's license from state of residence, and provide proof of such.
- Must have auto liability insurance and properly licensed/reliable vehicle, and provide proof of such.
- Must submit to and pass sex offender registry check and MO/KS child abuse & neglect checks.
- Must submit to and pass criminal background check as prescribed by Courts.
- Employees in this position are subject to random and reasonable suspicion testing for illegal drug use.

KNOWLEDGE, SKILLS & ABILITIES: *(This job description does not include specific physical requirements necessary to perform the job, such as, carrying, standing and lifting. Such requirements vary from position to position and may be determined by the appointing authority)*

- Knowledge of procedures, legal documents, laws, and factors pertaining to law enforcement and social service investigatory processes, and the legal prosecutorial process.
- Knowledge of community resources.
- Excellent verbal and written communication skills.

- Ability to handle emotional and stressful situations in a professional manner, and to empathize with clients.
- Ability to communicate effectively, clearly and concisely, both orally, and in writing with victims who are emotionally distraught and sometimes hostile.
- Ability to establish and maintain effective working relationships with others.
- Ability to make work decisions in accordance with laws, regulations, and court policies/procedures.
- Ability to relate in a positive fashion to individuals from a variety of cultural, economic, and ethnic backgrounds.
- Ability to organize a variety of demands on time.
- Ability to maintain a variety of records and prepare reports from such records.
- Ability to speak publicly.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER