

JOB ANNOUNCEMENT

IMMEDIATE POSITIONS ARE AVAILABLE

(Victim/Witness Assistance Division)

VICTIM ADVOCATE II

(Mental Health Specialist III)

(Salary \$2,220.00 - \$2,641.50 biweekly)

(\$4,810.00 - \$5,723.25 approx. monthly)

THE POSITION

There is an immediate position available for a Victim Advocate II. The candidate selected will be assigned to assist victims of crime and their families as required under California Penal Code 13835.5.

JOB DESCRIPTION

The Advocate will work with the victims and/or their families by addressing their social and psychological needs as they participate in the prosecution of their cases. The Advocate will assist victims of all types of crime in completing and filing a California Victim Compensation Board (CalVCB) application, answer questions regarding the CalVCB application process and provide referrals for services in the community.

The Advocate will provide the following services: crisis intervention, emergency assistance, direct counseling, resource and referral counseling to community agencies, court support, criminal justice system orientation, public presentations and trainings, and case status and disposition notification. The Advocate will also provide assistance in submitting a victim impact statement and request for direct restitution to the court.

The position requires that the Advocate perform these services through field visits to the victim's home, or other locations as requested by the victim, as well as branch offices of the District Attorney's Office located throughout Alameda County.

THE EXAM PROCESS

Applications will be screened for the most qualified candidates to participate in an oral interview. Candidates who are selected for the interview will be notified by telephone. Depending on the number of qualified applicants, a second interview may be required among the finalists for the position.

Requirements

- Bachelor's degree or higher in behavioral science, criminal justice, or related curricula, or in a field relevant to working with victims of domestic violence and their children, victims of sexual assault, victims of child abuse and exploitation, victims of elder abuse and human trafficking.

- Work experience in the field of victim services involving the provision of victim services, peer counseling, or equivalent social service skills.
- Valid CA drivers license

Additional Requirements

- Ability to communicate effectively orally and in writing with individuals and groups; public, private, and governmental agencies, particularly criminal justice agencies.
- Ability to communicate and deal effectively with individuals and groups in stressful situations.
- Ability to work effectively under conditions of limited supervision, high stress, and rapidly changing situations and circumstances.
- Ability to demonstrate sensitivity to the cultural/ethnic diversity of the service populations and to be sensitive to the needs of special population; e.g. differently abled, young children, elderly, etc.
- Possess interpersonal, problem solving, and organizational skills.
- Ability to pass a background investigation intended to identify factors which may limit effective job performance and other areas consistent with office policy and practice.
- Possess the skill to successfully complete a required minimum 40 hours of entry level training.

Other Qualifications desirable in a candidate:

- Bilingual, oral and written skills
- 40-60 hour Certificate of Training from a Domestic Violence or Rape Crisis Program
- Possession of a California Certified Entry-Level State-certified victim advocate certificate

To apply:

Submit completed job application to Human Resource Department: dajobs@acgov.org
Feel free to attach your resume and cover letter as well.

Please submit job application, resume and cover letter by 5:00 pm Friday, November 9, 2018

The Alameda County District Attorney's Office is an equal opportunity employer