**JOB ANNOUNCEMENT**

**IMMEDIATE POSITIONS ARE AVAILABLE**

*(Victim/Witness Assistance Division)*

**BILINGUAL MAM**

**VICTIM ADVOCATE II**

(Mental Health Specialist III)

(Salary $2,657.25- $3,161.25 biweekly)

($5,757.38 - $6,849.38 approx. monthly)

THE POSITION

There is an immediate position available for a victim advocate.  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 in completing and filing a California Victim Compensation Program (CalVCP) application, answer questions regarding the CalVCP 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, public presentations and training, court support, criminal justice system orientation, and case status and disposition notification. The Advocate will also aid 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, and requires that the candidate possess a valid California Driver's License.

                                                  THE EXAM PROCESS

         The Office will screen applications and invite by telephone selected candidates to attend an interview. Depending on the number of qualified applicants, the Office will require a second interview among the finalists.

Requirements

· High school degree

· Interested in pursuing a career in the victim services field involving providing victim services, peer counseling, or equivalent social service skills.

· Bilingual, oral skills in MAM.

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 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 people, e.g., differently abled, young children, elderly, etc.

· Possess interpersonal, problem-solving, and organizational skills.

· Ability to pass a background investigation to identify factors limiting effective job performance and other areas consistent with office policy and practice.

· Possess the skill to complete at least 40 hours of entry-level training.

Other Qualifications desirable, but not required in a candidate:

* 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

Contact Maria Lukan, Office Manager, at (510) 272-6179 to request an application.

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