**JOB ANNOUNCEMENT**

職位空缺

**IMMEDIATE POSITIONS ARE AVAILABLE**

即時職位空缺（受害者/證人協助部門）

*(Victim/Witness Assistance Division)*

*（受害者/證人協助部門）*

**BILINGUAL**

**雙語能力**

**CANTONESE AND MANDARIN SPEAKER**

**粵語和普通話**

**VICTIM ADVOCATE II**

**受害人倡導者 II**

(Mental Health Specialist III)

（心理健康專家 III）

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

（薪水每兩週 $2,657.25- $3,161.25）

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

（每月約 $5,757.38 - $6,849.38）

THE POSITION

職位

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.

立即招聘，其工作職責是根據加州刑法13835.5條款協助罪犯受害者及其家人。

                                                    JOB DESCRIPTION

工作範圍

         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.

幫助受害者和/或其家人參與案件起訴過程中的社會和心理需求，

協助受害者完成並提交加州受害者補償計劃（CalVCP）申請，回答有關CalVCP申請程序的問題，並推薦社區服務。

         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.

受害人倡導者將提供以下服務：介入緊急情況、提供緊急援助、直接諮詢、向社區機構提供資源和轉介諮詢、公開演講和培訓、法庭支援、刑事司法系統取向，以及案件狀態和處置通知。受害人倡導者還將協助提交受害者影響陳述和向法院請求直接賠償。

         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.

本職位要求受害人倡導者前往受害者的家或其他地點進行現場拜訪，並在地區檢察官辦公室的分支機構內執勤，需具加州駕駛執照。

                                                  THE EXAM PROCESS

招聘過程

         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.

辦公室將篩選申請人並邀請符合條件的申請人進行面試。根據合格申請者的數量，辦公室將要求入圍者進行第二輪面試。

Requirements

資歷要求

· 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.

· Five or more years of relevant experience may suffice in lieu of degree.

· Work experience in the victim services field involving providing victim services, peer counseling, or equivalent social service skills.

· Bilingual, oral, and written skills in Cantonese and Mandarin.

· Valid CA driver's license

·行為科學、刑事司法或相關課程本科或以上的學位，或者是與家庭暴力和其子女、性侵害受害者、兒童虐待和剝削受害者、老年人虐待和人口販賣受害者相關領域的學位。

· 五年或以上相關經驗可以替代學位。

· 在提供受害者服務、同儕輔導或等同社會服務技能方面有受害者服務領域的工作經驗。

· 具有流利的廣東話和普通話口語和書寫能力。

· 持有效的加州駕駛執照。

Additional Requirements

額外要求

· 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.

· 能有效地用口頭和書面與個人和或群體、公共、私人和政府機構以及尤其是刑事司法機構進行溝通。

· 能夠在有壓力的情況下與個人或群體有效地溝通和應對。

· 能夠在有限監督、高壓力和快速變化的情況下有效地工作。

· 能夠展現對服務人群的文化/種族多樣性關心，並關注對特殊群體的需求（例如身心障礙者、年幼兒童、老年人等）。

· 具備人際關係、解決問題和組織技能。

· 能夠通過背景調查以確定能有效工作表和符合其他辦公室政策和實踐的要求。

·須完成至少40小時入門培訓。

Other Qualifications desirable, but not required in a candidate:

其他有利條件（但不要求申請者具備）為：

* 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.

• 從家庭暴力或強姦危機計劃中獲得的40-60小時的培訓證書。

• 持有加州認證的入門級受害者辯護人證書。

請致電辦公室經理Maria Lukan，電話（510）272-6179申請。

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

阿拉米達縣地區檢察官辦公室是一個平等就業機會雇主。