

JOB OPENING

Job Title: Victim Services Specialist
Hours: 40 hours/52 Weeks per Year
Closes: 5:00 pm, Thursday, October 12, 2023
Department: Victim Services Program
Location: Job is located at 2229 5th Avenue
Please turn in applications at the front desk.

District 4 HRDC currently has an in-house job opening for a Victim Services Specialist. For more information please contact Victim Services Director Rose DeBerry or Executive Director Carilla French.

POSITION SUMMARY: Provide assistance and support, education, guidance in crisis, information, referral, and follow-up to primary and secondary victims. Advocate for victim/witnesses through the criminal justice system. Increase community awareness of problems related to violence and potential solutions. Collaborate with law enforcement, tribal authorities, justice system, social service agencies, and health care providers in response to victims of domestic violence and sexual assault.

Wage: Level I-\$16.35 Level II-\$17.13

Hours: 40 hours per week, 52 weeks per year

Benefits Available: Health, Vision and Dental Insurance; Annual, Sick and Personal Days; Simple IRA and 12 paid holidays off per year. Benefits Information Attached.

Who should apply for this position: Anyone with at least a high school diploma or equivalent (GED or HSE) and 2 years experience in Domestic Violence or providing social services. Must also possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.

I don't have my high school diploma or equivalent, can I still apply? Yes, District 4 HRDC still encourages you to apply for this position. Our adult education program can assist you in obtaining your high school equivalency (HSE). We require individuals to work towards this goal once hired.

Application Deadline: 5:00pm, Thursday, October 12, 2023

To Apply, Submit the Following:

1. **Letter of interest** stating your qualifications for the position and why you are interested in working for HRDC
2. **Current Resume**
3. Completed **APPLICATION COVER SHEET**
4. Signed **JOB DESCRIPTION**
5. Completed and signed **HRDC EMPLOYMENT APPLICATION**

Applications should be submitted to Amaya Bliwernitz, HRDC Receptionist, 2229 5th Ave. Havre, MT 59501

Incomplete application packets will not be considered. Contact Carilla French with any questions regarding the application process, 406-265-6743 extension 1128

APPLICATION COVER SHEET

Job Title: Victim Services Specialist

Wage: Level I - \$16.35, Level II - \$17.13

Hours: 40 hours per week

APPLICATION DEADLINE: 5:00PM, Thursday, October 12, 2023

PLEASE PROVIDE

1. COVER LETTER
2. RESUME
3. COMPLETED APPLICATION COVER SHEET
4. COMPLETED AND SIGNED DISTRICT 4 HRDC APPLICATION INCLUDING
5. SIGNED DISTRICT 4 HRDC JOB DESCRIPTION

POSITION SUMMARY: Provide assistance and support, education, guidance in crisis, information, referral, and follow-up to primary and secondary victims. Advocate for victim/witnesses through the criminal justice system. Increase community awareness of problems related to violence and potential solutions. Collaborate with law enforcement, tribal authorities, justice system, social service agencies, and health care providers in response to victims of domestic violence and sexual assault.

Special Information: This position requires being on call with some evening and weekend hours.

MAJOR RESPONSIBILITIES:

1. Contact and offer supportive services to victims referred by self, law enforcement, and other agencies.
2. Assist primary and secondary victims of crime by providing information regarding the criminal justice system and the dynamics of victimization. Provide emotional support and safety planning, and educate victims about their rights, options and obligations in the criminal justice system.
3. Assist approximately 100-125 victims and witnesses of domestic violence per year by:
 - a. Following their court cases and keeping them informed of court dates and procedures.
 - b. Assisting with filling out and filing victim's compensation claims.
 - c. Advocating safety for victims and their children.
- d. Educating victims about the dynamics of domestic violence.
4. Assist in filling out Orders of Protection, filing them, attending hearings, preparing victims for a Permanent Order of Protection Hearing, and ensuring service of the Orders of Protection.
5. Collaborate when appropriate with Tribal domestic violence programs to ensure the safest and most effective service for Native American clients.
6. Collaborate daily with judges, prosecuting attorneys, defense attorneys, law enforcement, tribal agencies, Child Protective Services, Department of Health and Human Services, and mental health to provide more comprehensive service to victims of crime.
7. Attend child forensic interviews and monthly Multidisciplinary Team (MDT) Meetings at the Bullhook Child Advocacy Center. Provide support to the victim and their non-offending caregiver(s); and create a plan for continued contact, education, and assistance.
8. Contact and offer supportive services to victims referred by self, Schools, Child Protective Services, law enforcement, and other agencies.
9. Enter police logs into Victim Tracking Services follow-up with clients within 24 hours.

10. Testify on behalf of victims and as an expert witness.
11. Take evidence photos as deemed necessary and be informed about evidence gathering protocol.
12. Respond to victims of rape and domestic violence at the hospital, emergency room, police station, or sheriff's office as requested by hospital staff and law enforcement.
13. Advocate for all victims of domestic and sexual violence by empowering them to speak for themselves.
14. Advocate for clients with prosecutors and attorneys through one-on-one contact, written communication, as well as meetings or hearings regarding the client.
15. Maintain confidentiality of all clients of the program, understand and follow Advocate Privilege. (Montana Code Annotated 26-1-812)
16. Be on the on call rotation, average of 1 week each month when fully staffed. Must be able to respond to a victim at any time if requested.
17. Be available via cell phone for 24 hour Crisis Line Services during your on-call schedule.

ADDITIONAL RESPONSIBILITIES:

1. Attend trainings, as needed, related to issues of domestic and sexual violence and volunteer management.
2. Assist primary and secondary victims of domestic and sexual abuse by providing emotional support, safety planning, referrals, and education.
3. Assist victims of domestic violence by:
 - a. Following their court case and keeping them apprised of court dates and procedures.
 - b. Assisting with filling out and filing victim's compensation claims.
 - c. Advocating safety for victims and their children.
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4. Assist with filling out Orders of Protection, filing them, attend hearings, and ensuring service of the Orders of Protection.
5. Collaborate with Tribal domestic violence programs and criminal justice system to ensure the safest and most effective services for Native American victims.
6. Collaborate daily with judges, prosecutors, law enforcement, tribal agencies, CPS, and mental health professionals to provide comprehensive services for victims.
7. Take evidence photos when necessary and be informed about evidence gathering protocol.
8. Respond to victims of rape and domestic violence at the hospital, emergency room, police station, or sheriff's office as requested by hospital and law enforcement staff.
9. Be familiar with all staff responsibilities and be willing to fill in as needed.
10. Be able to diffuse potentially volatile situations.
11. Travel is required for transporting victims and attending trainings. Willingness and ability to use own vehicle as necessary.
12. Perform additional duties as assigned by the immediate supervisor.

MINIMUM QUALIFICATIONS:

1. Must attend Basic Advocacy Training within the first 6 months of employment.
2. Must attend the Montana Victim Advocate Academy Training within the first year of employment.
(Level II Grade 14 and a starting wage of \$17.13 will be received when all training listed is complete)
3. Maintain confidentiality of client identity at all times.
4. High School Diploma or equivalent (GED/HSE)
5. 2 years' experience with Domestic Violence or providing social services.
6. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.

SPECIAL INFORMATION –

We are an Equal Opportunity Employer/Program, and auxiliary aids and services are provided for individuals with disabilities.

- 1. We are an Equal Opportunity Employer/Program, and auxiliary aids and services are provided for individuals with disabilities.***
- 2. Current District 4 HRDC Early Head Start and Head Start Parents, current Clients and Volunteers, will receive an interview for employment vacancies for which they are qualified. (Please note on additional information section of application, if this pertains to you).***
- 3. Occasional travel for trainings may be required. EXCELLENT BENEFITS ARE PROVIDED BY HRDC.***
- 4. Application will be rejected if incomplete or unsigned.***
- 5. Background Check required before applicant is hired.***
- 6. Please complete the application by typing or printing in ink. This application is valid only for the job detailed above. Future job openings will require a new application.***

PLEASE ANSWER THE FOLLOWING QUESTION

- 1. From the Job Description for a Victim Services Specialist please tell us what experience you have had that qualifies you for this position.**

[illegible]

DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL

JOB DESCRIPTION

TITLE: Victim Services Specialist	SUPERVISOR: Victim Services Director
PROBATIONARY PERIOD: 1 year	SUPERVISES: N/A
EMPLOYMENT HOURS: 40/Week	WEEKS PER YEAR: 52
GRADE: Level I-13 Level II-14	Starting Wage: Level I-\$16.35 Level II-\$17.13
POSITION SUMMARY: Provide assistance and support, education, guidance in crisis, information, referral, and follow-up to primary and secondary victims of domestic and sexual violence. Increase community awareness of problems related to violence and potential solutions. Advocate for victims/witnesses through the criminal justice system. Collaborate with law enforcement, tribal authorities, justice system, social service agencies, and health care providers in response to victims of domestic violence and sexual assault.	

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4. Assist in filling out Orders of Protection, filing them, attending hearings, preparing victims for a Permanent Order of Protection Hearing, and ensuring service of the Orders of Protection.
5. Collaborate when appropriate with Tribal domestic violence programs to ensure the safest and most effective service for Native American clients.
6. Collaborate daily with judges, prosecuting attorneys, defense attorneys, law enforcement, tribal agencies, Child Protective Services, Department of Health and Human Services, and mental health to provide more comprehensive service to victims of crime.
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3. Maintain confidentiality of client identity at all times.
4. High School Diploma or equivalent (GED/HSE)
5. 2 years' experience with Domestic Violence or providing social services.
6. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.

SKILLS, ABILITIES AND OTHER REQUIREMENTS:

1. Knowledge and awareness of Native American culture, family dynamics, and tribal, legal and social service systems.
2. Requires a willingness to work with people of all income levels with diversified backgrounds, including people in need of Agency services, State officials, business people, and community leaders.
3. Ability to keep accurate, complete, and thorough records, and possesses a high level of interpersonal communication skills in reading, writing, and speaking.

4. Must have access to a vehicle and hold a current license and liability insurance. Be able and willing to travel to trainings in and out of state.
5. Work well under pressure, meet multiple and sometimes competing deadlines. At all times demonstrate cooperative behavior with colleagues and supervisors.
6. Awareness of violence issues and the needs of men, women, and children.
7. Ability to interact and work well with law enforcement, social service agencies, and the criminal justice system.
8. Must be able to work independently and in a team setting, as well as collaborate with other professionals.
9. Must have knowledge regarding child development, child behavior, and age appropriate trauma care.
10. Must be available, respond to, and remain calm in crisis and high stress situations.
11. Basic computer knowledge.
12. Demonstrate a commitment to the mission of the Agency, present thoughtful recommendations and resolutions as a client's advocate; and always display integrity, honest interaction, and professional excellence.

WORKING/ENVIRONMENTAL CONDITIONS:

1. Work is primarily in an office environment. Requires moderate physical effort, moving between 5 and 50 pounds, on an intermittent basis (less than 15% of the time). Incumbent must walk, stand, bend, kneel on an intermittent basis; Sit, use hands and arms, and speak on a frequent basis. Work is in an office environment, free of excessive noise or other disagreeable elements; temperature is regulated, with less than 10 degree Fahrenheit variation.
2. Occasionally enter unfavorable houses or apartments or situations.
3. Generally dealing with extremely volatile situations.
4. Occasionally work after hours (weekends, holidays, and middle of the night) in high stress situations.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

Disclaimer – all jobs are dependent upon grant funding

DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL



2229 5TH AVENUE
HAYRE, MONTANA 59501
(406) 265-6743

WEBSITE: www.hrdc4.org

"This institution is an Equal Opportunity Provider and Employer"

PERSONAL INFORMATION

Date _____

Name _____ Phone _____
(Last) (First) (Middle)

Present Address _____
(Street) (City) (State) (Zip)

Do you have a current Driver's License? ☐ Yes ☐ No Are you insurable? ☐ Yes ☐ No

Do you have proof of the required Liability Insurance on your vehicle? ☐ Yes ☐ No

EMPLOYMENT DESIRED

Position _____

Date you can start _____ Salary Desired _____

Are you employed now? ☐ Yes ☐ No If so, may we inquire of your present employer? ☐ Yes ☐ No

Have you ever applied to this agency before? ☐ Yes ☐ No

Where? _____ When? _____

EDUCATION

	Name and location Of school	Grade Completed	Area of Study
Grammar School	_____	_____	_____
High School	_____	_____	_____
College	_____	_____	_____
Trade/Business	_____	_____	_____
Corres. Courses	_____	_____	_____

FORMER EMPLOYERS (List below last four employers, starting with the current one.)

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

Applicant Data Record

Qualified applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition, or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Information on this form will not be used or seen by the selection committee and is solely to help us comply with government record keeping, reporting and other legal requirements. Please fill out the Data Record.

This Data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

Date _____

Position(s)/Program Applied for _____

Birthdate _____ ☐ Male ☐ Female

Referral Source (Please check one)

☐ Newspaper ☐ Job Service ☐ Friend
☐ HRDC Website Other (please specify) _____

Check one of the following

Race/Ethnic Group

☐ Caucasian ☐ Native American/Alaskan Native ☐ African American
☐ Asian/Pacific Islander ☐ Hispanic

Check if any of the following are applicable

☐ Veteran ☐ Disabled Veteran ☐ Handicapped Individual