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| Missoula County Logo | **MISSOULA COUNTY****invites applications for the position of:****Crime Victim Advocate Division Manager** |

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| **SALARY:** | $23.93 Hourly |
| **DEPARTMENT:** | Community Justice Department |
| **OPENING DATE:** | 11/04/21 |
| **CLOSING DATE:** | 11/29/21 05:00 PM |
| **BARGAINING UNIT:** | Non-Union Personnel Plan |
| **WORK SITE:** | Missoula |
| **SCHEDULING/HOURS OF WORK:** | Full time Monday through Friday |
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| **TO APPLY:*** **Please complete all sections of the application, even if a resume is submitted/requested.**
* **Please include with your completed application the following attachments: College transcripts (unofficial accepted), a letter of interest, and a resume.**
* **Incomplete applications will be disqualified.**
* **Complete job description available upon request to the Department of Human Resources.**

**DEFINITION:** Provides staff supervision and professional duties in the development, implementation, evaluation, and management for the Crime Victim Advocate (CVA) Division of the Community Justice Department (CJD) to provide crisis counseling, criminal and civil justice support and advocacy for crime victims, specializing in cases involving domestic and dating violence, sexual violence and stalking. |
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| **REPRESENTATIVE EXAMPLES OF WORK:** Supervises program staff.  Provides professional guidance, direction, training, and development for professional staff.  Responsible for hiring, training, scheduling, and performance management. Oversees distribution of workload among staff. Oversees the work of volunteers and interns. Research best practices develops program policies, procedures, goals, strategies, objectives, and reports as necessary. Implements program parameters and performance standards; oversees program assessment and evaluation. Serves as the CVA liaison to system partners, grantees, and contract holders. Administers grant-funded programs in the implementation stage.  Establishes and maintains accurate records; assists in preparing financial and performance reports; ensures compliance with all applicable rules and regulations; and monitors progress. Participates in planning new grants, researching grant opportunities and preparing grant applications. Participates in new program development. Oversees direct services for crime victims including crisis intervention and counseling; needs assessments; and referrals to community and social service resources. Manages staff providing legal advocacy for crime victims during investigations and legal proceedings. Oversees the processes for filing Temporary Orders of Protection (TOP), obtaining Victim Impact Statements, and reimbursing crime victims. Oversees and ensures that CVA promotes justice, equity, diversity, and inclusion for staff members, clients, and visitors to the program. Represents the program and personnel before administrators and related justice system professionals, as necessary.  Coordinates program efforts with a wide variety of government and private agencies, care providers, and community resources as required. Represents CJD as an expert on assigned programs; participates in public forums and serves on community task forces; makes presentations and facilitates meetings; provides education to local officials and community-based organizations; promotes the visibility and accessibility of the program. Provides training on the Crime Victim Advocate Program, and issues of domestic violence and sexual assault for criminal justice and other professional arenas, to schools and agencies as requested and to the community. Organizes community members, health care providers, attorneys, and law enforcement officers to develop services for victims of domestic abuse and sexual assault and other crimes. Conducts research, and writes reports, and prepares analyses as required. Responsible for the development of work plans, planning sessions, meeting agendas.  Participates in the development of a strategic plan and priority work schedules for CJD.  Assists with the development and management of the department's budget. |
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| **MINIMUM QUALIFICATIONS:** Requires a Master's degree in social work, counseling, public health, education, or other field demanding excellent writing and analytical skills. Requires four years of experience in a social service field involving behavioral health, victim advocacy or crisis intervention related to domestic abuse, sexual assault or other areas of victimization, (ex. rape, assault, child abuse). Requires at least one year of experience in staff and/or volunteer supervision. Requires three years of experience in grants or program administration. Experience with or training in Montana’s criminal justice system is required. **SPECIAL REQUIREMENTS**: Specialized advocacy training is required (e.g. YWCA or Crime Victim Advocate training).  Current Montana State license as a clinical social worker, clinical professional counselor, or licensed psychologist desired. |
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| **PHYSICAL/ENVIRONMENTAL DEMANDS:** The work requires little physical activity and is primarily performed in an office setting.   Work may involve frequent trips to a variety of offices in the County Court House and City Hall. Requires occasional out-of-town travel to attend meetings, conferences, and workshops.  Schedule may be flexible with meetings or deadlines requiring work before and after normal work hours. May involve exposure to emotionally distraught and potentially violent people. |

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| **APPLICATIONS MAY BE FILED ONLINE AT:https://www.governmentjobs.com/careers/missoulacounty/**200 W BroadwayMissoula, MT 59802406-258-4874gbrown@missoulacounty.us | Position #2020-00341CRIME VICTIM ADVOCATE DIVISION MANAGER |