



## CLASS SPECIFICATION

Class Title: Victim Services/MDT Coordinator, CJC  
Department: Attorney  
FLSA: Non-Exempt

Class Code: 6661  
Eff. Date: 5/6/96  
Grade: 16  
Revised: 03/30/20

### GENERAL PURPOSE

Under the general supervision of the Children's Justice Center (CJC) Director, provides victim services and comprehensive case coordination for children and caregivers who visit the CJC. Serves as the coordinator for the CJC multi-disciplinary team (MDT).

### EXAMPLE OF DUTIES

Assists the Director with the day to day operations of the Children's Justice Center. Meets with caregivers of children who visit the Center and provides crisis intervention, information and referral in person and by phone; provides assistance with filling out crime victim compensation forms. Provides comprehensive case coordination with the MDT. Prepares case review agendas and forwards agendas to appropriate parties. Schedules and coordinates case screenings with appropriate parties at the request of law enforcement. Coordinates and schedules exams with the medical team. In consultation with the County Attorney, assumes executive responsibilities in the absence of the CJC Director.

Develops and implements new and existing programs for the CJC as directed.

Attends all required training, including victim advocacy training, the annual Children's Justice Symposium, and the Annual Children's Justice Center Summit.

Prepares and delivers oral presentations for community groups requesting information about the CJC; conducts public tours at the CJC as needed or as directed. Attends quarterly CJC advisory board meetings and reports on quarterly statistics.

Updates the MDT new member orientation manual as needed; conducts and/or coordinates training for new and experienced staff and professionals using the CJC facility and services.

Maintains all records of CJC cases in the case management system. Prepares and submits statistical reports for the Director as needed and/or requested; researches Child Protective Services (CPS) and law enforcement case outcomes and documents outcomes in the case management system.

Assists the onsite Forensic Interview Specialist in implementing a peer review program; tracks and notifies professionals who need to submit interviews for peer reviews, and contacts and schedules time with the peer review expert or onsite CJC Forensic Interview Specialist.

Assures, promotes, and maintains a non-threatening and non-stigmatizing atmosphere, and a positive work environment.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **1. Education and Experience:**

Graduation from an accredited college or university with a Bachelor's Degree in Behavioral Science, Criminal Justice, Social Work, or a related field plus two (2) years of full-time related experience; an acceptable combination of education and experience may be considered.

Preference given for bi-lingual Spanish speaking applicants.

### **2. Special Qualifications:**

Must pass a criminal history background investigation and a child abuse registry background check.

Furnish personal transportation for on-the-job travel; employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

### **3. Necessary Knowledge, Skills, and Abilities:**

Working knowledge of: social work principles; crisis intervention theory and techniques; social service systems; CPS investigative practices; law enforcement investigative practices; prosecutorial process in criminal court and juvenile court; effective training methods.

Skill in: operating computer hardware and all applicable software programs, including Microsoft Office products; using a multi-line telephone, multi-function copier, and other common office equipment; public speaking skills.

This position requires driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: Train other staff and volunteers; prepare and present public announcements; respond quickly, appropriately, and effectively in crisis situations; work independently; receive and appropriately handle confidential files and information; work with individuals from various socioeconomic and cultural backgrounds; communicate effectively orally and in writing; follow oral and written instructions; establish and maintain effective working relationships with supervisors, other employees, clients, other agencies, and the general public.

## **WORKING CONDITIONS**

Exposure to high stress and potentially emotionally charged and uncomfortable situations.



## CLASS SPECIFICATION

*The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***

### Approval Information

Date: 03/30/2020

Department Approval: Tanya Perkins

Classification Approval: Jana Bake