

DELTA COUNTY
JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of **VICTIM OUTREACH COORDINATOR.**

DUTIES: See attached job description

QUALIFICATIONS: Associates Degree in Criminal Justice, Human Resources, Human Services, or related field.

HOURS: Thirty Five Hours (35) per week.

PHYSICAL: Must be able to pass physical/drug screen.

SALARY: \$20.82

Applications for the position of **VICTIM OUTREACH COORDINATOR** will be accepted through November 17, 2021 by 3:30 p.m. at the Delta County Administration Office, 310 Ludington St, Escanaba, MI 49829.

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate against qualified handicapped individuals.

VICTIM OUTREACH COORDINATOR

General Description:

Victim Outreach Coordinator will be responsible for implementing and managing a program within the Delta County Prosecutor's Office focused on the rapid response to victims of crime in Delta County. Will report to the Delta County Prosecutor. Responsible for overseeing interns in conjunction with other Victim Advocate Staff. Duties to include:

- Initial and immediate victim contact within 72 hours after the initial criminal incident
- Coordinate community support for victims, assist with victim compensation/restitution, monitor progress and status of victim related cases
- Assist prosecuting attorney staff with victim appointments, as well as expanding and enhancing resources available to victims within the community
- Oversee and assist in processing any necessary grant documentation and reporting

Minimum Qualifications:

Associates Degree in Criminal Justice, Human Resources, Human Services, or related field.

Compensation:

This position is a full time, grant funded position at 35 hours per week.

Board approved 11-2-21