

# NOTICE OF JOB OPENING

--

## GRANT POSITION

<b>Posting Begins</b>	April 11, 2019	<b>Posting Ends</b>	May 8, 2019
-----------------------	----------------	---------------------	-------------

<b>Position Title</b>	<b>PROGRAM SPECIALIST</b>
-----------------------	---------------------------

<b>Department</b>	Police	<b>Division</b>	Victim Services
-------------------	--------	-----------------	-----------------

	New Position	X	Full-time	40+	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

<b>Location of Position</b>	Police Headquarters 700 Minnesota Ave
-----------------------------	---------------------------------------

**BRIEF JOB DESCRIPTION:** Provide advocacy services for victims of crime to help overcome the effects of victimization; performs crisis intervention services; provides death notifications; acts as liaison with investigators; accompanies victims to detective interviews; refers victims to services in community; provides advocacy services and support to law enforcement personnel; maintains education and training for trauma process and critical incident response; logs all contact with victims via data input and tracking of contacts/services provided; attends community/collaborative meetings as assigned; assists with developing and conducting educational presentations/trainings. Must perform duties in crisis situations and participate and respond immediately in a 24 hr.-7 day on-call rotation for crime scene crisis management/advocacy; must respond as directed to scenes within 60 minutes.

**MINIMUM QUALIFICATIONS:** Associates Degree in a related field and one year experience in related program experience providing crisis intervention and support to individuals and families, Bachelor's Degree preferred; or an equivalent combination of education and experience sufficient to successfully perform the duties of the position. Knowledge of Kansas law and criminal justice process. Knowledge of services available in community and referral processes. Ability to cope with stressful work environments. Knowledge of vicarious trauma and possession of well-developed coping skills. Ability to multitask and manage deadlines with frequent interruption. Proficient in Microsoft Office. Ability to communicate effectively orally and in writing. Must attend 40-hour Kansas Academy for Victim Assistance training within 18 months from the date of hire. Bilingual Spanish/English preferred. Valid Kansas Driver's license and reliable transportation required. Must pass background investigation.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE  
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

<b>Salary Range</b>	\$15.55-\$19.79/hr.	<b>PI #</b>	0912	<b>Class. Code</b>	1416
---------------------	---------------------	-------------	------	--------------------	------

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.**  
**PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY**  
*The United Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.*  
 EOE