

<b>Job Title</b>	Victim Assistance Specialist
<b>Employer/ Agency</b>	Harris County Institute of Forensic Sciences
<b>Job Description</b>	<p>Victims Assistance Specialist will be responsible for assisting investigative and other HCIFS staff with contacting deceased individual's family members.</p> <ul style="list-style-type: none"> <li>• Maintains essential community relationships with; other agencies victims' services personal, social work interns, Harris County Chaplains and many others.</li> <li>• Works with surviving family members of individuals whose death falls under the jurisdiction of the Medical Examiner in accordance with Section 49.25, Texas Code of Criminal Procedure.</li> <li>• Ensures timely communication with HCIFS forensic investigators and law enforcement crime victim liaisons to provide accurate case status information to next-of-kin and/or surviving family members.</li> <li>• Locates and notifies family of death, responds to inquiries from law enforcement agencies, and provides for complete transition of information from shift to shift and team to team.</li> <li>• Attends death scenes to assist the forensic investigator in speaking with family members and others on scene. Identifies appropriate local, county and state Crime Victim Assistance resources for clients and provides related case management and service referral functions.</li> <li>• Identifies appropriate local crisis intervention, social services, bereavement and counseling support for clients; and provides related case management and service referral functions.</li> <li>• Communicates with clients in a culturally competent way, utilizing translational services when necessary.</li> <li>• Works to increase collaboration between local governmental and not-for-profit victim assistance service providers, academic institutions and crime victim advocates, which may include making recommendations for policy and procedure revisions as deemed necessary to improve the integrated work environment.</li> <li>• Works to coordinate and improve the utilization of available, local victim related services in order to meet the needs of clients, which may include making recommendations for policy and procedure revisions as deemed necessary to improve the integrated work environment.</li> <li>• Maintains and continues development of the Volunteer Chaplain Program.</li> <li>• Assists in training social work interns.</li> <li>• Communicates through the exchange of information by completing thorough case documentation.</li> <li>• Notifies the Forensic Investigator (FI) Supervisor and/or Director of Forensic</li> </ul>

	<p>Investigations and Emergency Management of special problems or interests.</p> <ul style="list-style-type: none"> <li>• Performs other duties as assigned by the FI Supervisor, Director of Forensic Investigations and Emergency Management or designee.</li> <li>• This position requires daily contact with grieving family members, funeral home representatives, and law enforcement representatives.</li> <li>• This position also includes daily inquiries from the public, including grieving family and funeral home representatives, regarding cause and manner of death.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A master's degree in social work from an accredited program.</li> <li>• Licensed Master of Social Work (LMSW).</li> <li>• One (1) year in a social work related position, can include internship hours.</li> <li>• Familiarity and comfort dealing with deaths and death investigation required to assist surviving family members of individuals that die suddenly, unexpectedly or by unnatural means.</li> <li>• Intervention skills specific to grief/loss and trauma.</li> <li>• Experience in resource identification, family referral and client access/utilization.</li> <li>• Good written and oral communication skills.</li> <li>• Basic familiarization of computer systems using Microsoft Office and standard applications, as well as effective organizational and time and case management skills are all essential to satisfactory job performance.</li> <li>• Ability to work independently with minimal supervision, prioritizing and handling multiple tasks simultaneously.</li> <li>• A valid driver's license.</li> </ul>
<b>Salary/Hours</b>	\$25.00/hr; 40-Hours per Week (Variable Schedule which will require weekends, and holidays)
<b>Employer/Agency</b>	Harris County Institute of Forensic Sciences
<b>Address</b>	1310 Prairie Street, Ste. 170
<b>City, State, Zip</b>	Houston, Texas, 77002.
<b>Telephone Number</b>	713.274.5444
<b>Application Method</b>	<a href="http://www.harriscountytexas.gov/hrrm/employment.aspx">http://www.harriscountytexas.gov/hrrm/employment.aspx</a>
<b>Opening Date</b>	Current

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