<table>
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<th>Job Title</th>
<th>Victim Assistance Specialist</th>
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<td>Employer/Agency</td>
<td>Harris County Institute of Forensic Sciences- Investigations Division</td>
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<td>Job Description</td>
<td>The Victim Assistance Specialist supports the Forensic Investigations Division and the HCIFS in communicating with family members of deceased individuals. Responsibilities include locating family, performing death notifications, explaining the medical examiner process, obtaining medical and other history, attending death scenes, providing resource referrals, following up with families, and other responsibilities as needed. This position requires daily contact with grieving family members, funeral home representatives, law enforcement representatives, and others. This position performs the following responsibilities: - 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. - 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. - Locates and notifies family of death. - Responds to inquiries from law enforcement agencies. - Attend 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. - Identifies appropriate local crisis intervention, social services, bereavement and counseling support for clients. - Provides for complete transition of information from shift to shift and team to team. - Provides related case management and service referral functions. - Communicates with clients in a culturally competent way, utilizing translational services when necessary. - 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. - 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. - Maintain and continue development of the Volunteer Chaplain Program. - Assists in training social work interns. - Maintains thorough case documentation and monthly statistics.</td>
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<td>Qualifications</td>
<td>Master of Social Work (MSW) from an accredited program. 1 year in a social work related position, can include internship hours. 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. The applicant must have intervention skills specific to grief/loss and trauma and have experience in resource identification, family referral and client access/utilization. Good written and oral communication skills, 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. Experience with interventions specific to models of supportive and mental health counseling and client advocacy is preferred. The candidate must work independently with minimal supervision, prioritizing and handling multiple tasks simultaneously. A valid driver's license is required. Applicant must pass a background check. Licensed Master of Social Work (LMSW) is required. A COPY OF TRANSCRIPTS MAY BE REQUIRED AT THE TIME OF INTERVIEW; AN OFFICIAL CERTIFIED ORIGINAL WILL BE REQUIRED PRIOR TO ANY JOB OFFER.</td>
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**Salary/Hours**  
40-Hours per Week; Variable Schedule which will require weekends, and some holidays. The hourly rate is $25.00/hr, and is funded by the Texas Criminal Justice Division General Victim Assistance Direct Services Program grant for two years. This position includes full fringe benefits, including health insurance.

**Employer/Agency**  
The Harris County Institute of Forensic Sciences

**Address**  
1861 Old Spanish Trail

**City, State, Zip**  
Houston, TX 77054

**Contact Person**  
Roxanne Phatak, MS, D-ABMDI, Forensic Investigations Division Manager

**Contact Title**  
Manager – Investigations Division

**Telephone Number**  
832-927-5001

**Fax Number**  

**Email Address**  
Roxanne.phatak@ifs.hctx.net

**Application Method**  
No phone calls please; apply online at https://www.governmentjobs.com/careers/harriscountytx/jobs/2618164/victim-assistance-specialist?keywords=victim&pagetype=jobOpportunitiesJobs

**Opening Date**  
11/01/2019

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.