CITY OF HOUSTON

Job Posting

1	**Applications accepted from:**	**All Persons Interested**
2	**Job Classification**	**Community Liaison (Grant Funded)**
3	**Posting Number**	**109983**
4	**Department**	**Mayor**
5	**Division**	**Public Safety & Homeland Security**
6	**Section**	**Crime Victims**
7	**Reporting Location**	**900 Bagby,**
8	**Workdays & Hours**	**Part-time M - F, 8 a.m. - 5 p.m.*** ***Subject to change**

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Selected applicant will perform duties to implement the Hispanic Victims' Outreach Project. Duties will include but are not limited to:

- Providing assistance to crime victims including referrals, follow-up, case monitoring through the legal system, and court accompaniment
- Encouraging victims to apply for compensation as appropriate, and assisting victims with required applications
- Preparing and maintaining records and reports of all services provided
- Developing a public awareness and outreach campaign that includes a bilingual newsletter targeting the Hispanic community.
- Conducting bilingual presentations encouraging the Hispanic community to report victimizations and to access victim services
- Confer with participating agencies, including courts and criminal justice, law enforcement, other government agencies, and community organizations

10 **WORKING CONDITIONS**

This position is physically comfortable; the individual has discretion about walking, standing, etc. Applicant may be required at times, to conduct field visits to clients at their homes or other locations.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

A Bachelor's degree in Criminal Justice, Social Work, Psychology, Sociology, Public Administration, Education or a related field is required. Equal years of experience can be substituted for degree requirement.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Four years of increasingly responsible project coordination and implementation skills.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Drivers License and compliance with the City of Houston driving policy (AP 2-2).

14 **PREFERENCES**

Fluent bilingual communication skills required (English/Spanish); Preference will be give to applicants with counseling and case management experience, victims outreach, community advocacy and outreach skills, and experience working with grassroots organizations, law enforcement, or criminal justice agencies.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 18

$1,042 - $1,793 Biweekly

18 **OPENING DATE** **April 19, 2006**

19 **CLOSING DATE** **Open until filled**

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. **For application status inquiries please call (713) 247-1441.** All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD phone number is **(713) 837-9471.**

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