

Date Posted: 12/09/2011

**University of Houston  
Graduate College of Social Work**

**JOB OPPORTUNITY POSTING**

<b>Job Title:</b>	Victim Assistant Specialist (VAS)
<b>Employer/Agency:</b>	Joseph A Jachimczyk Forensic Center Harris County Institute of Forensic Sciences Investigations Division
<b>Job Description:</b>	<ul style="list-style-type: none"><li>• Work 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>• Ensure 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 the public and law enforcement agencies, and provides for complete transition of information from shift to shift and team to team.</li><li>• 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 Language Line Services for translation 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</li></ul>

	<p>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</p> <ul style="list-style-type: none"> <li>• Communication through the exchange of information by completing thorough case documentation</li> <li>• Supervise MSW intern</li> <li>• Notifies the Shift Supervisor of special problems or interests.</li> <li>• Performs other duties as assigned by the Assistant Deputy Chief Medical Examiner or designee.</li> </ul> <p><b>Routine External Contacts:</b> Daily contact with grieving family members, funeral home representatives, law enforcement officers, prosecutors, and defense attorneys. Hospital staff and physicians are in frequent contact regarding decedent medical records and organ donor requests. Daily inquiries from the public, including grieving family, funeral home representatives, and the news media regarding cause and manner of death.</p> <p><b>Working Conditions:</b> Work involves considerable exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work environment involves exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment. Will work with blood or blood-borne pathogens and will require training in Universal Precautions.</p>
<p><b>Qualifications:</b></p>	<p><b>Required Minimum Education:</b> M.S.W. (Master of Social Work) from a CSWE accredited program.</p> <p><b>Required Minimum Years Applicable Experience:</b> 1 year.</p> <p><b>Skills:</b> Familiarity and comfort dealing with deaths and death investigation required to assist surviving family</p>

	<p>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. Natural ambulation and manual dexterity are required due to the essential physical demands of manipulating bodies as part of the investigation or in loading/unloading bodies. This also includes climbing stairs, industrial and commercial structures, boarding ships and spending whatever time necessary on one's feet to investigate and/or recover human remains. A valid driver's license is also required. Certification or Licensure, Required or Preferred: Valid driver's license.</p>
<b>Salary/Hours:</b>	40 Hours Per Week Rotating Days / Evenings / Nights / Weekends / Holidays
<b>Employer/Agency:</b>	Harris County
<b>Address:</b>	1310 Prairie, Suite 170
<b>City, State, Zip:</b>	Houston, TX 77002
<b>Application Method:</b>	<p>TO APPLY: Email a complete application* and resume to: <a href="mailto:INVESTHR@ifs.hctx.net">INVESTHR@ifs.hctx.net</a> *applications are found at <a href="http://www.hctx.net/HRRM/CourtesyPostingsResults.aspx?PageID=4183">http://www.hctx.net/HRRM/CourtesyPostingsResults.aspx?PageID=4183</a></p>
<b>Opening Date:</b>	Immediately

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Thank you***