



We need you with your talents and abilities to help eliminate the effects of poverty, to make our community a better place to live, and to help people obtain knowledge and skills to achieve self-reliance and economic stability.

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**Job Title:** Victim Services Coordinator  
**Position Type:** Temporary, full-time, exempt level  
**Department:** Victim Services  
**Salary Schedule:** Range 23.5 (\$20.53 – 25.01 hourly)

**Position Summary:** Under the immediate supervisor's direction, assists to manage and be responsible for supervising the Domestic Violence Program, Underserved Program, Child Forensic Interview Team, Victim Witness Program Rape / Sexual Assault Program and Parent Program.

**Minimum Qualifications:**

EDUCATION / EXPERIENCE:

- Bachelor's Degree in Social Work, Psychology, Victimology or related field.
- Three years of experience working with grants in writing, collecting & reporting data, or carrying out objectives.
- Two years of experience in management.

ABILITY TO:

- Have computer skills in MS Windows environment. Must include Word, Excel, and PowerPoint.
- Communicate effectively orally and in writing with individuals and groups.
- Work effectively under conditions of limited supervision, high stress and rapidly changing situations and circumstances.
- Demonstrate sensitivity to the cultural / ethnic diversity of the service population.
- Organize and prioritize a variety of job duties and assignments.
- Supervise staff members and volunteers.

KNOWLEDGE OF:

- Services for victims of crimes.
- Community resources and demographics of Madera County.
- Criminal justice system.
- Adult learning theory.
- Programs for child victims of sexual assault.
- Parent support resources.

### General Physical Requirements:

- Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

### **Selection Process:**

Only applicants who meet the qualification standards of this position by the application filing will be allowed to participate in the examination process. Requests for a special accommodation to participate in the selection process should be made at the time you are contacted to schedule an interview. The selection process may include skill set testing, first and second round panel interviews. This position is open until filled.

### **Compensation and Benefits:**

- Retirement: CAPMC's retirement plan is a 403(b) plan. Employees are eligible to make elective contributions to their 403(b) plan upon employment. Employees can participate in employer's contribution.
- Health Insurance: CAPMC provides eligible employees insurance coverage for medical, dental, vision and life through various policies.
- Employee Assistance Program: CAPMC offers an employee assistance program for employees and dependents that provides counseling and services when dealing with life's challenges.

### **General Information:**

Applications may be obtained from CAPMC's website [www.maderacap.org](http://www.maderacap.org), visit 1225 Gill Ave Madera or calling the Human Resources Office at (559) 673-9173. Applicants must be submitted to the CAPMC's Human Resources Office.

The CAPMC is an equal opportunity employer. CAPMC provides equal employment opportunity to all persons regardless of race, national origin, religion, color, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, transgender, sex stereotyping, age, sexual orientation, military status, veteran status, and any status protected by applicable federal, state and local laws.

Appointment will be contingent upon passing a pre-employment alcohol and drug screen, fingerprint clearance and reference checks, pre-employment physical, immunization requirement, and TB test is required for Head Start budgeted positions.

**Affirmative Action / Equal Employment Opportunity / Drug Free Employer**