



This position is vital to the mission of the Nampa Police Department and the Crimes Against Persons Division because it supports our values of Teamwork, Integrity and Excellence.

Nampa Police Department is seeking an individual who is highly motivated and performs well in high pace, high stress situations to become part of the Victim Witness Coordinator team. Victim Witness Coordinators assist victims of crime from the initial contact and throughout the investigation process of a criminal case. One of the primary functions of this role is to keep in contact with victims and their families throughout the process and make appropriate community referrals to assist with their victimization and other needs. This will require the person to be on a rotating on call roster and require to be available to respond after hours to hospitals, crime scenes, etc. Being able to perform and deal with individuals in crisis is an essential component. Working closely with law enforcement officers, detectives and other community members is a functioning aspect of daily work. Therefore, a teamwork mentality is fundamental in this career path. Overall, the Department is seeking a well-composed, motivated worker to fulfill this necessary role in the lives of those who have been affected by crime and violence. Along with the fast-paced nature of the job, one can find rewards of knowing you are making a difference in your community.

POSITION SUMMARY

General Statement of Duties

Provides information, support, and referrals to victims of crime; performs other duties as required or assigned.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide crime victims with information concerning their rights and general information on the court process and procedure, ensuring the victim is informed of all developments and decisions regarding their case. The employee also provides victims with general support and referrals to agencies and providers. The work is performed under the supervision and direction of an assigned supervisor, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the assigned supervisor, other city employees, crime victims, police officers, prosecuting attorneys, social service providers, community groups, non-profit organizations, and the general public. The principal duties of this class are performed in a general office environment but include responses to crime scenes, victim's homes, shelters, or hospitals, which may include exposure to dangerous situations.

Education Requirements

High School Graduate or General Education Degree (GED)

Bachelor's Degree (four-year college or technical school) or equivalent work experience and training

* Required, Field of Study: Social Work, Criminal Justice, or a related field

Spanish speaking preferred

DISQUALIFIERS

Felony, Criminal Activity Disqualifiers:

- No marijuana uses in the last three (3) years
- No illicit drugs use in the last five years (5) to include unprescribed medication
- No felony or serious misdemeanor convictions since the age of 18
- No under the age of 18 adult criminal waivers
- No undetected felony or serious misdemeanors committed by applicant since the age of 18
- No minor misdemeanor convictions in the last 5 years or extensive minor misdemeanor history
- Able to meet all IDAPA rules concerning character, drug use, traffic violations, and criminal violations.

You can find these rules and disqualifiers at <http://www.post.idaho.gov/>

*The City of Nampa is an equal employment opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, national origin, veteran, disability status or any other characteristic protected by federal, state, or local laws. The City of Nampa has a Drug/Alcohol Free Workplace Policy. Any offer of employment is contingent upon passing a pre-employment drug test and background check. All positions may close prior to closing date.