



Training Coordinator and Crime Victim Liaison Temporary Contracted Position

The Division of Child and Family Services is recruiting for a Training Coordinator and Crime Victim Liaison position within the Victims' Services Unit.

Description: One full-time or two part-time positions will oversee the management and implementation of two new federal grants awarded to enhance and expand Nevada's Victim Assistance Academy of Nevada (VAAN) and to enhance and expand victims services in the rural and tribal regions throughout the state.

VAAN Training Coordinator: The position will collect and analyze data from the training request system. The position will work in coordination and cooperation with the VAAN Steering Committee to use the training request system data and Training Needs Assessment results to develop a strategic plan and guide the modifications of training and development of new trainings for the VAAN. The position will act as a liaison between the Steering Committee and the Division of Child and Family Services to ensure the grant's requirements are met. The position will also provide training and technical assistance to Victims of Crime Act (VOCA) assistance service providers and engage in awareness activities to promote VAAN.

Crime Victim Liaison: The position will network with community partners and identify gaps and victim service needs specifically for rural and tribal communities. The incumbent will have demonstrated a prior history of substantive experience and expertise to perform leadership functions and the ability to collaborate with various state agencies and other organizations to improve services to crime victims in the rural and tribal areas of Nevada.

While one full-time position will require, on average, approximately 40 hours per week for both programs, there may be periods where less time may be required in order to complete the assigned tasks and projects. Two qualified candidates may be chosen for each project at approximately 20 hours per week. Candidates must be able to ensure they can devote the required time and attention to these positions to be able to meet the required deadlines.

Education and Experience: Bachelor's degree from an accredited college or university in business or public administration, or other discipline related to the program assignment; or graduation from high school or equivalent education and two years of para-professional program support experience equivalent to an Administrative Assistant III in Nevada State service which required the application of State and/or federal laws, policy and procedures; reviewing documents prepared by others for program compliance determination or preparing reports which summarize financial and statistical information; or an equivalent combination of education and experience as described above.

Supervisory Relationships: This position reports directly to the Project Director and indirectly to the Division of Child and Family Services Deputy Administrator for Administrative Services.

Skills and Knowledge Required: Skill in operating a computer terminal to effectively input, retrieve and manipulate data, analyzing and interpreting State policies, procedures, and rules relevant to program areas, written English sufficient to compose reports and business correspondence, basic mathematical computation, effectively interacting with other people including communication.

Travel Requirements: Statewide and out-of-state travel may be required up to 25% of the time.

Salary: This position is compensated up to \$29.22 per hour with an average of 40 hours per week.

To Apply: Resumes must include a detailed description of education and employment history to include scope of responsibility, salary history, and professional references. In your cover letter, please indicate how you heard about the position. Interested candidates should email their cover letter and resume to:

Mandi Davis, Deputy Administrator
Mandi.Davis@dcfs.nv.gov

A criminal history check is required as a condition of employment. Resumes will be accepted until recruitment needs are satisfied.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.