

**CRASH ASSISTANCE PROGRAM SPECIALIST
North Dakota Highway Patrol**

Location: To be determined*
Salary: \$4,500 per month
Closing Date: August 22, 2021
Projected Hire Date: October 1, 2021

SUMMARY OF WORK

The mission of the North Dakota Highway Patrol is to make a difference every day by providing high-quality law enforcement services to keep North Dakota safe and secure. Crash Assistance Program Specialists will provide services after a traumatic event involving serious bodily injury or death, bridging the gap between the NDHP and crash/crime victims and their families and other agencies, courts, or personnel.

*We are hiring two Crash Assistance Program Specialists, one will be located in the west half of the state, the other in the east half of the state. The west position will be in one of the following cities or within the boundaries of an irregular square created by connecting the cities of Williston, Minot, Bismarck, and Dickinson. The east position will be in one of the following cities or within the boundaries of an irregular square created by connecting the cities of Devils Lake, Grand Forks, Fargo, and Jamestown.

DUTIES AND TASKS

- Work as a liaison between law enforcement, attorneys, and victims and their families to provide help in guiding them through the time after a fatal crash, serious injury crash, or other traumatic incident.
- Interpret and explain laws, rights, policies, and procedures both internally and externally.
- Assist victims and their families in understanding the NDHP's involvement, the court process, and terminology.
- Learn and maintain knowledge of statutes, court definitions, compensation applications, confidentiality requirements, and ND open records laws.
- Develop and provide publications for victims and secondary victims to better assist in the overall understanding of the court system and available services to victims of a crash, crime, or traumatic incident.
- Provide testimony when necessary to ensure that victim statutes are protected and expanded when necessary.
- Work with prosecuting attorneys and victims to help provide current information about court case status.
- Travel using a state fleet vehicle to respond to incidents, potentially outside of normal business hours. Overtime may be required.
- Assist in coordination of NDHP wellness program activities to better enhance the physical, mental, and social health of NDHP employees.

MINIMUM QUALIFICATIONS

Bachelor's degree with emphasis in criminal justice or social work, or an Associate degree with two years' experience in criminal justice or social work.

The successful candidate will have demonstrated organizational skills and multitasking ability, be self-motivated, and have strong interpersonal, customer service and communications skills. This position requires an applicant who can work closely with others as well as being able to work independently. This is a new program, which will require considerable enhancement and revision through development. The successful applicant must play an active part in the position's development and remain flexible as work assignments evolve.

The successful candidate must demonstrate patience and compassion while working with individuals in a time of crisis.

The successful candidate must hold and maintain an unrestricted North Dakota driver's license except for corrective lenses and have a satisfactory driving history.

PREFERRED QUALIFICATIONS

Preference will be given to applicants with education or work experience in the areas listed below. Please describe your knowledge and experience in these areas in your application materials.

- Law enforcement background with proven experience following up with victims and families of those involved in critical incidents such as fatal traffic crashes
- Background in social work with experience in crime victim/witness services
- Demonstrated knowledge of legal and court process and victims' rights

APPLICATION PROCESS

Submit your cover letter, resume, and unofficial college transcript with your application. The cover letter should include information which directly addresses how the applicant meets the minimum qualifications, preferred qualifications, and summary of work.

*Applicants claiming Veteran's Preference **must** upload a legible copy of report of separation DD Form 214 or NGB 22 showing Character of Service.*

Oral interviews and background investigations will be conducted in the selection process.

Applicants who experience technical difficulties during the application process should contact recruiter@nd.gov or 701.328.3290.

For more information or if you need accommodation or assistance in the application or selection process contact 701-328-2447 or ndhphr@nd.gov.

EQUAL OPPORTUNITY EMPLOYER

The North Dakota Highway Patrol does not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services and complies with the provisions of the North Dakota Human Rights Act.