

To be posted on City Webpage

**2006-2007  
EXTENSION  
INTERLOCAL SERVICES AGREEMENT  
BETWEEN CITY OF VANCOUVER AND  
CLARK COUNTY SUPERIOR COURT, BY AND THROUGH JUVENILE  
COURT SERVICES**

**THIS IS AN AGREEMENT EXTENDING THE INTERLOCAL SERVICES AGREEMENT** effective November 1, 2001 through August 31, 2003, between the City of Vancouver and Clark County Superior Court, by and through Juvenile Services (the "County") (Auditor's Filing Number 3509995, hereafter "original Interlocal Agreement") which established the City and County's partnership for blended funding for the purpose of providing greater accountability of juvenile offenders to victims through the Victim Impact Program /Victim-Offender Meeting Program (formerly Victim Offender Mediation Program); and providing for Interlocal Cooperation Act compliance, ratification, and filing.

**NOW, THEREFORE,**

**THE CITY AND COUNTY** agree as follows:

**SECTION 1. EXTENSION OF EXISTING INTERLOCAL.** Pursuant to **SECTION 2.3** of the original Interlocal Agreement between the parties effective November 1, 2001, through August 31, 2003, the term of the original Interlocal is hereby administratively extended, from July 1, 2006 through June 30, 2007, subject to the changes in terms specified herein.

**SECTION 2. CHANGES IN TERMS** The following **SECTIONS** are amended to read as follows:

**5. Cost of Service.**

**5.1 CLARK COUNTY AGREES:**

- a. To be solely responsible for the salary and benefits of all positions currently established under the Victim Impact Program/Victim Offender Meeting Program ("VIP/VOM Program). See Current FTE position description attached and incorporated into this Extension Agreement as Exhibit A.
- b. To be responsible for any other operating expenses not listed in 5.2 under the City of Vancouver's obligations.

**5.2 THE CITY OF VANCOUVER AGREES:**

- a. To provide office space and furnishings for two positions currently established under the VIP/VOM Program. See Exhibit A.
- b. To be responsible for program operating expenses relating to phone and mail service up to a maximum of Three Thousand Dollars (\$3,000) for the term of this Extension Agreement

**SECTION 3. TERMS TO CONTINUE** All other provisions of the original Interlocal Agreement between the parties shall remain in full force and effect.

**SECTION 4. RATIFICATION.** Acts taken in conformity with this Extended Agreement prior to its execution are hereby ratified and affirmed.

**SECTION 5. DOCUMENT EXECUTION AND FILING.** The City and County agree that there shall be duplicate originals of this Extended Agreement procured and distributed for signature by the necessary officials of the City and County. Upon execution, one executed original of this Agreement shall be retained by returned to the Vancouver City Clerk and one shall be retained by Clark County. The Vancouver City Clerk shall cause a copy of an original of this Agreement with to be posted on the City website pursuant to Chapter 32, Laws of Washington 2006 (RCW 39.34.040), effective

June 7, 2006. Upon execution of the originals and posting of a copy on the City's website, each such duplicate original shall constitute an agreement binding upon both City and County.

IN WITNESS WHEREOF, the parties have caused this Extension Agreement to be executed in their respective names by their duly authorized officers and have caused this Agreement to be dated as of the 1<sup>st</sup> day of July, 2006

**FOR THE CITY OF VANCOUVER**, a municipal corporation

**SIGNATURE ON FILE**  
By: Patrick McDonnell  
Patrick McDonnell, City Manager

Attested:  
**SIGNATURE ON FILE**  
By: Lloyd R. Taylor  
Lloyd R. Taylor, City Clerk  
By: Carrie Lewellen, Deputy City Clerk

Approved as to form:

**SIGNATURE ON FILE**  
By: Ted H. Gathe  
Ted H. Gathe, City Attorney

By: Judith Zeider

Chief Assistant City Attorney

For **THE CLARK COUNTY SUPERIOR COURT**, by and through **JUVENILE SERVICES**

**SIGNATURE ON FILE**  
By: Ernie Veach-White  
Ernie Veach-White  
Court Administrator

Approved as to form:

**SIGNATURE ON FILE**  
By: Christopher Horne  
Christopher Horne  
Deputy Prosecuting Attorney

## Victim Impact Program Coordinator

### **DEFINITION**

The individual in this position will coordinate the Victim Impact Program (VIP) of the Clark County Juvenile Court – which includes supervision of the Victim Offender Meeting program (VOM) - under the auspices of the City of Vancouver's Community Mediation Services (CMS); perform a variety of professional, communication and logistical work to provide VIP and VOM services in conjunction w/ the county prosecutor, juvenile court and directly to the community; oversee the work of one support staff, volunteers, and interns

**ESSENTIAL AND OTHER FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

### **Examples of Essential Functions:**

- Be the primary liaison and work directly with the Clark County Juvenile Court (and other partners such as the Clark County Prosecutor's Office, Vancouver Police Department and Clark County Sheriff's Office) to administer and refine VIP referral policies and procedures; train liaison staff in these departments; monitor the effectiveness of systems and modify as necessary.
- Operate a case management system to process cases; assign work to support staff and volunteers; ensure a feedback system for referring entities, prosecutors, probation counselors, offenders, victims, and police officers
- Serve as the primary intake and case developer; primary victim contact person; primary victim offender facilitator; mentor for support staff, juvenile court staff and volunteers in regard to victim contact work and victim offender meetings
- Select, plan, prioritize, assign, supervise and provide on the job training for support staff, volunteers and interns; suggest and devise workshop trainings for volunteer mediators.
- Collaborate with the Clark County Juvenile Court's Restorative Justice Coordinator to promote and coordinate strategic outreach plans; prepare community educational materials including news releases, flyers, schedules, pamphlets and brochures; make public presentations.
- Serve as liaison with the public, other departments, outside agencies and referral agencies; make regular contacts with referring entities to solicit cases and participation
- Oversee the necessary steps for a successful VIP training program as needed and participate in the selection of interns and volunteers
- Work with support staff, volunteers and interns to encourage progress and correct deficiencies and provide feedback to Juvenile Court and CMS staff; recommend and assist in the implementation of goals and objectives; administer policies and procedures.

### **Examples of Other Functions:**

- Monitor program compliance with Washington state laws and reporting requirements.
- Supervise initial client contacts and screening of referrals for appropriateness.
- Participate in the preparation and administration of the program budget; submit budget recommendations; monitor expenditures.
- Maintain and monitor case files; develop reports concerning project effectiveness; maintain confidential records.

**EXHIBIT** A

- Maintain awareness of developments in the field of Balanced and Restorative Justice, responding to the needs of crime victims and victim-offender meetings.
- Perform related duties and responsibilities as assigned.

## QUALIFICATIONS

### Knowledge of:

- Philosophy and practices of Balanced and Restorative Justice and victim-offender meetings
- Operations, services and activities of VIP and VOM programs.
- Recent developments, current literature and organizations related to Balanced and Restorative Justice, victim issues and VOM
- Principles of supervision, training and performance evaluation.
- Program evaluation tools and techniques.
- Various relevant community contacts, programs, and resources.
- Principles of public relations and marketing strategies.
- Basic procedures, methods and techniques of budget control
- Pertinent Federal, State, and local laws, codes and safety regulations.

### Ability to:

- Facilitate/mediate victim-offender cases.
- Supervise, organize, train and evaluate the work of support staff, volunteers and interns.
- Recommend and implement goals, objectives, and practices for providing effective and efficient programs for assigned area.
- Elicit community and organizational support for assigned program area; present material to general public.
- Develop, strengthen, and maintain relationships with individuals in key community, business, and political positions.
- Prepare and deliver presentations
- Learn and use computers and various application programs
- Identify and resolve problems in the administration of programs, management of office, or completion of special projects.
- Understand the organization and operation of the City, County and of outside agencies as necessary to assume assigned responsibilities
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City, County and other government officials, community groups, the general public, and media representatives
- Work flexible hours

### Experience and Training Guidelines

*Any combination of experience and training that will provide the required knowledge and abilities is qualifying.  
A typical way to obtain the knowledge and abilities is:*

### Experience:

- Service as a victim-offender mediator

**EXHIBIT A**

- Two years of increasingly responsible experience in the management and implementation of programs in a service-oriented environment with one year demonstrated supervisory experience.

**Training:**

- Equivalent to a Bachelor's degree from an accredited college or university with major work in trauma, victim services, conflict resolution, restorative justice, communications or related field.
- Victim-Offender mediation training.

**License or Certificate:**

- Possession of a mediation certificate or equivalent.
- Driver's License

**EXHIBIT A**

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## VIP Support Staff Position

*Key Attributes: consistency, commitment, energy and the ability to seek help in a skilled way*

### Qualities/Knowledge/Skills Required

- knowledgeable of, and committed to, Balanced and Restorative Justice principles and values
- knowledgeable and interested in computer-related tasks (able to navigate JCS, SCOMIS, Tiburon, Access), including updating files and generating computer data reports
- high level of skill in active/reflective listening
- basic knowledge of trauma – causes and helpful responses
- high level of skill in conflict resolution
- high level communication skills using the telephone, e-mail and face-to-face interactions
- interested in working with victims of crime from a balanced, restorative values base regarding both victims and offenders
- knowledgeable and sensitive to the responsibilities and tasks of Probation Counselors
- capable of working independently on an assigned caseload of 30-50 cases
- open to, and comfortable in, seeking assistance and support
- open and receptive to direct supervision (professional supervision model which uses ongoing staffing of assigned cases)
- able to function well and embrace ongoing change in the work requirements of an evolving and innovative program

### Tasks

- share responsibility with other designated CCJC staff for the initial data entry of referrals and the creation of case files
- direct responsibility for a caseload of victim referrals and the related liaison work needed with offender, the prosecutor's office and assigned probation counselors

**EXHIBIT A**

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