

Mass Violence Incident (MVI) Team: Position Descriptions

Position:	MVI Advocate	
Focus Area:	Family members of deceased victims	
Preferred Experience:	Paid advocates experienced with working on homicide cases, preferably from within the lead law enforcement or prosecutor’s office (specific to the incident).	
Job Description: Provide ongoing direct support to next of kin and family members of deceased victims to help mitigate the trauma of the homicide. It is preferable that an advocate is not assigned to the families of multiple deceased victims.		
<p>Duties include:</p> <ul style="list-style-type: none"> • Assist with providing death notifications to NOK and family members of deceased victim. • Preparing family members to ID the body and working with the medical examiner or funeral home to ensure the process reduces secondary trauma. • Meeting with family members to assess immediate needs and provide referrals. • Performing crisis intervention when needed. • Providing information about Crime Victims’ Rights (Oregon or Federal, depending on jurisdiction). • Assisting with applying for expedited Crime Victim Compensation. • Accompanying family members, as requested, to interviews with law enforcement. • Providing family members of deceased victims with case and investigative updates and helping to manage expectations of the investigation. • Ensuring that family members are made aware of the time and location of all family briefings. • Discussing media requests to help family decide whether to accept interviews, how to minimize invasions of their privacy, and how to exercise their rights and options in dealing with reporters. Assisting family in preparing for interviews and gathering photos and statements for the Joint Information Center/lead PIO. • Supporting funeral planning. • Researching local resources for immediate family members who are located outside the area. • Assisting the family with daily tasks, such as figuring out meals, transportation and childcare, collecting documents required for life insurance claims, etc. • Assisting out-of-town family who travel with lodging, transportation, and other needs. • Assisting with the return of the victim’s property or personal effects. • Safeguarding the privacy of victims and their information, as required by law. • Complete intake forms according to the MVI Response Forms Process. • Distributing FAQ’s for families with resource information and crime victims’ rights information. 		
<p>Everyday tasks include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Signing in & out with response lead. <input type="checkbox"/> Ensuring any new information that is relevant to the investigation is relayed to the lead LEA. <input type="checkbox"/> Complete daily statistical report. <input type="checkbox"/> Attend victim/family briefings. 		<p>At the end of your deployment:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Attend debriefing meeting with Response Lead. <input type="checkbox"/> Complete After-Action Survey (received via email). <input type="checkbox"/> Ensure you have transitioned the victims’ family to local advocate.

Focus Area:	Hospitalized Victims	
Preferred Experience:	Paid advocates experienced with working on criminal cases, preferably from a law enforcement or prosecutor's office.	
<i>Job Description: Provide direct support to injured victims while they are in the hospital.</i>		
Duties include:		
<ul style="list-style-type: none"> • Visiting injured victim and family members at hospitals to assess needs and provide referrals. • Performing crisis intervention when needed. • Providing information about Crime Victims' Rights (Oregon or Federal, depending on jurisdiction). • Assisting with applying for expedited Crime Victim Compensation. • Providing victim with case and investigative updates and helping to manage expectations of the investigation. • Relaying information shared at victim briefings to the victim or arranging for the victim to attend by phone or online. • Discussing media interest to help the victim decide whether to accept interviews, how to minimize invasions of their privacy, and how to exercise their rights and options in dealing with reporters. Assisting victims with preparing for interviews, gathering photos and statements for the Joint Information Center/lead Public Information Officer. • Assisting out-of-town immediate family who travel with lodging, transportation, and other needs. • Assisting with the return of the victim's property or personal effects. Aid in replacing essential property (medicines, phones, bank cards, etc.). • Work with hospital social worker to assist with plan to transition out of the hospital. Help problem-solve daily responsibilities that are difficult while hospitalized (pet care, childcare, missing work, etc.). • Safeguarding the privacy of victims and their information, as required by law. • Complete intake forms according to the MVI Response Forms Process. • Distributing FAQ's for victims with resource information and crime victims' rights information. 		
Everyday tasks include:	At the end of your deployment:	
<ul style="list-style-type: none"> <input type="checkbox"/> Signing in & out with response lead. <input type="checkbox"/> Ensuring any new information that is relevant to the investigation is relayed to the lead law enforcement agency. <input type="checkbox"/> Complete daily statistical report. <input type="checkbox"/> Briefing incoming advocate (or Response Lead) regarding any follow-up that is needed for victims. <input type="checkbox"/> Attend family/victim briefings. 	<ul style="list-style-type: none"> <input type="checkbox"/> Attend debriefing meeting with Response Lead. <input type="checkbox"/> Complete After-Action Survey (received via email). <input type="checkbox"/> Ensure you have transitioned the victim to a local advocate for ongoing support and services. 	

Position:	MVI Advocate	
Focus Area:	Family Assistance Center (FAC)	
Preferred Experience:	Paid or volunteer advocates associated with the criminal justice system or a community-based non-profit that serves victims of crime. Paid or volunteer members of a crisis response team.	
<i>Job Description: Staff the Victim Resource Center to provide services to incoming victims and family members.</i>		
Duties include:		
<ul style="list-style-type: none"> • Meeting with victims to assess needs and provide referrals. • Performing crisis intervention when needed. • Sitting through interviews with law enforcement to provide support, as requested. • Providing information about Crime Victims' Rights (Oregon or Federal, depending on jurisdiction). • Assisting with applying for expedited Crime Victim Compensation. • Orienting victims and family members with the support services available in the FAC. • Providing information about upcoming victim briefings. • Discussing media interest to help the victim decide whether to accept interviews, how to minimize invasions of their privacy, and how to exercise their rights and options in dealing with reporters. • Assisting out-of-town immediate family members who travel to the location to support the victim with lodging, transportation, and other needs. • Assisting with the return of the victim's property or personal effects. Aid in replacing essential property (medicines, phones, bank cards, etc.). • Safeguarding the privacy of victims and their information, as required by law. • Complete intake forms according to the MVI Response Forms Process. • Distributing FAQ's for victims with resource information and crime victims' rights information. 		
Everyday tasks include:	At the end of your deployment:	
<ul style="list-style-type: none"> <input type="checkbox"/> Signing in and out with response lead. <input type="checkbox"/> Ensuring any new information that is relevant to the investigation is relayed to the lead law enforcement agency. <input type="checkbox"/> Complete daily report that include statistics. <input type="checkbox"/> Attend family/victim briefings. 	<ul style="list-style-type: none"> <input type="checkbox"/> Attend debriefing meeting with Response Lead. <input type="checkbox"/> Complete After-Action Survey (received via email). 	

Position:	MVI Advocate	
Focus Area:	Law Enforcement Liaison	
Preferred Experience:	Paid advocates experienced with working on criminal cases, preferably from a law enforcement or prosecutor's office.	
<i>Job Description: Working with a law enforcement agency to provide support to victims who will be interviewed. As available, provide support during interviews with witnesses who may have experienced victimization in the past or have other vulnerabilities.</i>		
Duties include:		
<ul style="list-style-type: none"> • Meeting with investigators before interview to get information about the victim and discuss strategies to help mitigate secondary trauma. • Sitting through interviews with law enforcement to provide support to the victim. Ensuring that there are supplies to address basic needs prior to and during the interview (food/water etc.). • Meeting with victims following interviews to assess needs and provide referrals. • Performing crisis intervention when needed. • Providing information about Crime Victims' Rights (Oregon or Federal, depending on jurisdiction), if they have been identified as a victim. • Assisting with applying for expedited Crime Victim Compensation, if they have been identified as a victim. • Providing information about upcoming victim briefings, if they have been identified as a victim. • Discussing media interest to help them decide whether to accept interviews, how to minimize invasions of their privacy, and how to exercise their rights and options in dealing with reporters. • Assisting with the return of the victim's property or personal effects. Aid in replacing essential property (medicines, phones, bank cards, etc.). • Safeguarding the privacy of victims and their information, as required by law. • Complete intake forms according to the MVI Response Forms Process. • Distributing FAQ's for families with resource information and crime victims' rights information. 		
Everyday tasks include:	At the end of your deployment:	
<ul style="list-style-type: none"> <input type="checkbox"/> Signing in and out with response lead. <input type="checkbox"/> Ensuring any new information that is relevant to the investigation is relayed to the lead law enforcement agency. <input type="checkbox"/> Complete daily report that include statistics. <input type="checkbox"/> Attend family/victim briefings. 	<ul style="list-style-type: none"> <input type="checkbox"/> Attend debriefing meeting with Response Lead. <input type="checkbox"/> Complete After-Action Survey (received via email). 	

Focus Area:	Community Resource Coordination	
Preferred Experience:	Paid or volunteer advocates associated with the criminal justice system or a community-based non-profit that serves victims of crime. Preferably from the local community, but this could be completed remotely.	
Job Description: Working with Response Lead, identify needs (or anticipated needs) for the victims of the incident and research community resources to address.		
Duties include:		
<ul style="list-style-type: none"> • Creating an incident-specific resource list and sharing the list with advocates and others who may encounter victims. • Coordinating community organizations offering resources (collecting information about what they can offer, organizing the information, and then disseminating it to the Response Lead). • Developing FAQs for victims/families that includes resource information and crime victims' rights information (including with respect to the media). • Identifying local counselors who can see new patients within 24-48 hours. • Assisting in developing or obtaining printed materials that are accessible to victims who have disabilities, are deaf, do not speak English, or who have limited English proficiency. • Assisting with researching solutions for resource gaps for victims. • Communicating any newly identified resources to the Response Lead. • Helping advocates who are working with families to obtain death certificates, autopsy reports and information, and other documentation for legal needs or benefits. • Safeguarding the privacy of victims and their information, as required by law. • Completing intake forms according to the MVI Response Forms Process. 		
Everyday tasks include:	<ul style="list-style-type: none"> <input type="checkbox"/> Signing in and out with response lead. <input type="checkbox"/> Participate in twice daily briefings, reporting on newly identified resources and ongoing resource gaps that need to be addressed. <input type="checkbox"/> Attend victim/family briefings. <input type="checkbox"/> Ensuring any new information that is relevant to the investigation is relayed to the lead law enforcement agency. <input type="checkbox"/> Tabulating daily reports from advocates. 	At the end of your deployment:
		<ul style="list-style-type: none"> <input type="checkbox"/> Attend debriefing meeting with Response Lead. <input type="checkbox"/> Complete After-Action Survey (received via email).

Position:	Response Lead
<p><i>Job Description: Working on scene supporting and guiding the day-to-day activities of victim advocates who are responding to victims and ensuring that victim assistance is represented within Incident Command. Many of the items listed below will be done in partnership with the local DAVAP.</i></p>	
<p>Duties include:</p> <ul style="list-style-type: none"> • Advising local leaders on matters related to victim assistance (including explaining the role of victim assistance, capabilities and current response plan). • Securing space for a victim assistance representative within the command post. • Developing an advocate response plan, including identifying victim liaisons, addressing resource needs, planning for return of property or personal effects, setting up family briefings, and establishing plan for long term needs of victims and the community, etc. • Managing advocate responders (acting as a point person, briefing/debriefing, assigning/tracking work, writing schedules, allocating resources). • Coordinating with other service providers, including coordinating resources that are offered by community organizations (non-monetary). • Providing onsite training for advocates. • Creating a communication plan (for advocates and or victims/family members). • Establishing a method for victim tracking/identification. • Partnering with lead PIO to both leverage and manage the media. • Integrating advocate self-care and debriefing into response and recovery planning. • Identifying locations for the Reunification/Family Assistance Center. • Assisting in recording activities for subsequent after-action report. • Creating a plan for transitioning non-local support out of the community. • Serving as the on-scene supervisor for all CVSSD deployed team members. 	
<p>Each day, the Response Lead will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Check in with Resource Team Lead to maintain updated incident information, resource needs and logistical support requests. This may be done as a part of the team’s daily briefings. <input type="checkbox"/> Check in with each deployed team member individually to assess how they are doing and address any challenges/ issues they are facing. <input type="checkbox"/> Attend twice daily debriefing with full MVI team and report: <ul style="list-style-type: none"> ○ Victim assistance update ○ Direct services provided ○ Unmet needs (victims or team) <input type="checkbox"/> Collect <i>Form A: Mass Violence Incident Response Statistics</i> and <i>Form B: Victim Services Mass Violence Response Intake Form</i>. 	
<p>At the end of your deployment:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Attend debriefing meeting with incoming Response Lead. <input type="checkbox"/> Complete After-Action Survey (received via email). 	

Position:	Resource Lead
<i>Job Description: Directing and resourcing CVSSD staff members to respond to a mass violence incident, aiming to augment their efforts while also mitigating the traumatic impact of the response.</i>	
Duties include:	
<ul style="list-style-type: none"> ● Canvassing team members for availability and selecting those to respond. ● Activating the team. ● Notifying CVSSD management team of deployment plan. ● Making hotel reservations and other travel arrangements for deployed team members and then emailing them that information. ● Ensuring team members have reliable transportation. ● Coordinating deployment schedule and work shifts to ensure that team members are appropriately rotated in and out (with Response Lead). ● Facilitating twice daily briefings with the team, sending out text reminders. ● Working with Response Lead to develop a transition plan to end deployment. ● Providing technical assistance to the local DAVAP until the Response Lead has arrived. ● Maintaining metrics of victims served. ● Supporting managers to work with staff who are deployed to manage or reassign work temporarily. ● Contacting EAP to schedule team debriefing session. ● Meeting with each team member at the end of their deployment to help with the transition, make referrals for support, and discuss expectations around reintegrating into work. This may include granting a team member time away from the office to catch up on personal affairs, process the experience, and prepare to return to work. ● Providing a list of commonly reimbursed expenses covered by the Anti-Terrorism and Emergency Assistance Program and initiating the grant application. ● Purchasing additional supplies as needed and distributing them to the team. ● Assisting in recording activities for subsequent after-action report. ● Communicating with other state agencies, including alerting the public to potential scams. ● Posting resource information on the CVSSD website. ● Collecting deployed team members' travel reimbursements. ● Scheduling after action meeting and debriefing for MVI team members. ● Scheduling after action review for victim assistance responders. 	
Each day, the Resource Lead will:	
<ul style="list-style-type: none"> <input type="checkbox"/> Check in with Resource Team Lead to maintain updated incident information, resource needs and logistical support requests. This may be done as a part of the team's daily briefings. <input type="checkbox"/> Facilitate twice daily debriefing with full MVI team. <input type="checkbox"/> Collect <i>Form A: Mass Violence Incident Response Statistics</i> and <i>Form B: Victim Services Mass Violence Response Intake Form</i>. 	