

**Application for Appointment to Board, Commission, Committee, Task Force or Position**

Applicants appointed by the Board of Supervisors will be required to take an oath of office. All applications will be kept on file for one year from the date of application.

**Public Records Act**

Applications are public records that are subject to disclosure under the California Public Records Act. Information provided by the applicant is not regarded as confidential except for the addresses and phone numbers of references and the applicant's personal information including home and work addresses, phone numbers and email address.

**Form 700 Conflict of Interest Code**

[California Fair Political Practices Website](#)

Please note that appointees may be required by state law and county conflict of interest code to file financial disclosure statements.

**Which Boards would you like to apply for?**

Napa County Community Corrections Partnership Executive Committee: Submitted

**Category of Membership for Which You Are Applying**

Interested Citizen Representing Victims

**Profile**

Alejandra

First Name

Mendieta-bedolla

Middle Initial

Last Name

[Redacted]  
Email Address

[Redacted]  
Home Address

Suite or Apt

Napa

City

CA

State

94558

Postal Code

**Which supervisorial district do you reside in? \***

District 1

To find your supervisorial district go to <https://www.countyofnapa.org/2051/Find-my-supervisor-and-district> and enter your address.

[Redacted]  
Primary Phone

Napa County District Attorney's  
Office

Employer

Victim Services Coordinator

Job Title

Advocacy

Occupation

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## Education/Experience

BA in Communications 22 years of experience working on behalf of victims of crime (sexual assault, domestic violence, child and elder abuse), which include 14 years of advocacy work in Napa as part of NEWS, Domestic Violence and Sexual Assault Services. I have been certified by the State of California as a Crisis Counselor.

## Name and occupation of spouse within the last 12 months, if married. (For conflict of Interest purposes)

Felix Bedolla Jr. / MHSA Project Manager at H&HSA

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## Resume

[Alejandra Mendieta\\_resume.docx](#)

Upload a Resume

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Letter of Recommendation or Supplemental Attachments

## Professional or occupational license, date of issue, and expiration including status

Domestic Violence/Sexual Assault Crisis Counselor. Certificate obtained in 2000. Current.

## References: Provide names and phone numbers of 3 individuals who are familiar with your background.

Paul Gero, Assistant District Attorney, [REDACTED] Ana Baber, Supervisor District Attorney Investigator, [REDACTED] Tracy Lamb, Executive Director at NEWS, [REDACTED]

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## Community Participation

### Please explain your reasons for wishing to serve and, in your opinion, how you feel you could contribute.

Working on behalf of victims of crime has been a life-long passion for me. I have been fortunate to turn my passion into a career and have worked for 22 years on behalf of victims both in public and non-profit agencies. My 22 years of experience include working directly with victims of crime, many of whom have been involved in the Criminal Justice System. I can confidently say that I understand the needs of victims of crime, many of whom have been immigrants from different countries, which adds an additional perspective. I would be honored to be able to contribute to the Napa County Community Corrections Partnership Executive Committee by providing input from the perspective of victims of crime.

## Nature of activity and community location

All of my positions as victim advocate, case manager, program manager and more recently Services Coordinator have been held at local agencies in Napa County: The Volunteer Center, NEWS and now at the Napa County DA's office.

**Other County Board/Commission/Committee on Which You Serve/Have Served**

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This would be my first opportunity to serve.

**Public Actions that may impact Credit Rating (List all court or other public administration actions impacting your credit rating within the past ten (10) years)**

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None.

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**Electronic Signature Agreement**

**I meet the criteria required to serve in this position.**

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Yes  No

**I declare under penalty of perjury that the foregoing is true and correct.**

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Yes  No

**Please Agree with the Following Statement**

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**By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.**

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I Agree

**Electronic Signature (First M. Last)**

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Alejandra Mendieta-Bedolla

**Date**

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10/13/2023

Alejandra Mendieta-Bedolla



## **SKILLS**

Excellent writing and reading skills in English and Spanish

Extensive experience as a public speaker and group facilitator

Leadership skills

Bilingual/biliterate in English and Spanish

Proficient in Microsoft Word, Power Point, Publisher and other Microsoft Office programs.

## **EDUCATION**

Bachelor's Degree in Journalism and Mass Communication with an emphasis in writing from the college of Political and Social Sciences of the National Autonomous University of Mexico (UNAM), conferred in January 1995.

General Education, College of Sciences and Humanities, UNAM, Mexico City, Mexico.

## **RELEVANT WORK AND VOLUNTEER EXPERIENCE**

### ***Victim Services Coordinator***

#### ***Napa County District Attorney's Office***

*January 24, 2022 - present*

- Identify, evaluate, and prioritize the service needs for victims of crime through Napa County.
- Research and coordinate with existing community organizations that may serve as intake points for victims.
- Establish and maintain procedures for victim's service activities.
- Implement all program goals and objectives.
- Recruit, select, train and monitor staff and volunteers for victim services tasks.
- Supervise the performance of advocates and volunteers and asses their effectiveness.
- Represent the victim services program at a variety of meetings and functions.
- Serve as an informational resource to the community.
- Coordinate, evaluate and provide recommendations for victim services publicity efforts.
- Prepare press releases for victim services.
- Participate in public events.
- Speak with community groups and meet the community agencies involved in victim services.
- Coordinate trainings and public awareness/educational activities.
- Develop and maintain up-to-date referral information and materials for crime victims.
- Oversee ordering and distribution of printed materials.
- Make recommendations for program improvements.
- Maintain records, draft procedures, and prepare and submit reports.

### ***Crisis Intervention Services Program Manager***

#### ***NEWS, Domestic Violence and Sexual Assault Services***

*June 2019 – January 14, 2022*

- Oversee the day-to-day access to crisis, safety and emergency services at NEWS.
- Provide training, orientation, workload assignments, and supervision to intake, support services staff, Napa Police Department Liaison advocate, and court advocates.
- Provide initial assessment of NEWS families and out of agency referrals around safety and immediate needs (i.e. police reports, protective orders, food, shelter, and other safety need needs)
- Authorize use of emergency funding (food/housing/incidentals).
- Ensure that appropriate in-house and outside referrals are made after initial intake.
- Provide individualized, client-driven, gender-specific, short term case management plans focused on improved health and safety.
- Provide education, advocacy and transportation to participants in order to facilitate access to public benefits such as Medical, Cal Fresh, Cash Assistance, and Social Security Benefits.
- Work closely with other community programs, such as Napa Valley Community Housing, City of Napa Housing Authority, Legal Aid Napa Valley, Clinic Ole, Napa County Drug and Alcohol services, etc.
- Serve as a contact person/liaison to Child Welfare, and other agencies making referrals to NEWS.
- Facilitate case management meetings within NEWS to ensure proper coordination of services.
- Maintain program records and statistics and collect data for monthly reports.
- Prepare monthly and quarterly reports as requested.

### ***Safe Solutions Program Manager***

**NEWS** – October 2008 to June 2019

- Coordinate the Safe Solutions Case Management Program.
- Conduct intake interviews with all prospective Safe Solutions participants.
- Provided crisis intervention to men and women in need.
- Train and supervise part-time intake staff.
- Provide initial assessment of NEWS families and out of agency referrals around safety and immediate needs (i.e. police reports, protective orders, food, shelter, and other safety need needs).
- Screen victims for co-occurring disorders and offer Safe Solutions Services as appropriate
- Provide case-specific referrals for treatment to address mental health and/or substance abuse issues.
- Make appropriate referrals to NEWS domestic violence and sexual assault support groups.
- Provide individualized client-driven gender-specific case management plans focused on improved health and safety.
- Assume primary case management responsibilities for all Safe Solutions Program participants, including but not limited to advocacy, counseling, crisis intervention, goal planning, financial sustainability, budgeting, and referrals
- Develop and maintain accurate and current case management plans.
- Maintain program records and statistics and collect data for monthly reports.
- Provide education, advocacy and transportation to Safe Solutions participants in order to facilitate access to public benefits such as MediCal, Cal Fresh, Cash Assistance, and Social Security Benefits.
- Periodically administer the Client Perception of Care Survey.
- Work closely with other community programs, such as Napa Valley Community Housing, City of Napa Housing Authority, Legal Aid Napa Valley, Clinic Ole, Napa County Drug and Alcohol services, etc.

- Serve as liaison between NEWS and the community to promote collaborative relationships with other agencies or organizations working with families exposed to domestic violence.
- Provide community education and advocacy specifically as it relates to issues of domestic violence and families in crisis.

***Domestic Violence Response Team / Volunteer Coordinator***

**NEWS** – January, 2008 – September, 2014

- Facilitated regular meetings to provide continued training, discussion of call out procedures, case conferencing and support to Domestic Violence Response Team (DVRT) volunteers.
- Gathered and tracked statistical data regarding clients who received immediate response and ensured follow up plans were provided.
- Held monthly face to face meetings with representatives of law enforcement, Queen of the Valley Medical Center, other victim service organizations including CPS to establish strong working relationships between agencies and developed protocol, cross training and referral procedures.
- Established a multidisciplinary Domestic Violence Task Force, which included maintaining a meeting calendar, confirming location, setting the agendas, and updating list of participants to establish goals and objectives and the implementation of an annual interagency domestic violence plan.
- Attended statewide DVRT trainings as needed.
- Provided monthly program reports to the Executive Director.
- Tracked grant requirements and ensured timelines were met.
- Provided community education and presentations regarding the DVRT program as well as other general outreach on the issue of domestic violence.
- Provided Board of Directors with periodic program reports.

***Bilingual Eligibility Worker***

**Napa County Health and Human Services Agency.** June, 2004 – December, 2008

- Performed interactive interviews to elicit eligibility information and identified need for public assistance programs and services.
- Analyzed financial and eligibility information to determine initial or continuing eligibility for aid programs.
- Explained regulations, rules, and policies to clients and apprised them of their rights, responsibilities and eligibility for participation.
- Ensure accuracy and completion of application and declaration forms.
- Resolved discrepancies by securing documentation, medical records and confirmation from other agencies.
- Read and interpreted computer printouts and information on computer screens.
- Prepared correspondence and reports.
- Organized caseload so that necessary case records and documents were processed and updated within specific time limits established by regulation and local policy.
- Translated and interpreted information from English into Spanish and vice versa.

***Bilingual Victim Advocate/Statistical Staff for Sexual Assault Victim Services***

**Volunteer Center of Napa Valley, Napa, CA** – January, 2001 to June, 2004

- Provided crisis intervention and follow up counseling to sexual assault survivors and significant others and made appropriate referrals for community services.

- Provided accompaniment to law enforcement, court, medical and other assault related appointments.
- Provided case status information to sexual assault survivors going through the criminal justice system.
- Tracked and recorded ongoing services provided to victims by program advocates, and maintained confidential records in accordance with OCJP guidelines and requirements.
- Assists victims of sexual assault applying for the California Victims of Crime Compensation Program.
- Participated in SAVS Community Education Program by giving Rape Prevention Education, Sexual Harassment, and Child Abuse Prevention presentations in Spanish to different community groups.

***Administrative Assistant***

***“Yo Puedo Leer,” a Spanish Literacy Program of the Napa City-County Library.***

July 2001 to October, 2001

- Tracked services provided by the program, as well as students records.
- Translated documents and curricula from English to Spanish.

***“Conversamos” Workshop Facilitator / Trainer***

***Nuestra Esperanza, Latino Multi-Service Center, May 2001 to July 2002***

- Facilitated parenting workshops.
- Trained other facilitators.

***Advocate and Hotline Volunteer for Sexual Assault Victims Services***

***Volunteer Center of Napa Valley, November 2000 to January 2001***

- Completed training in crisis intervention, legal proceedings, medical issues, cultural awareness and related topics.

***Latino Youth Club Volunteer***

***Nuestra Esperanza, Latino Multi-Service Center, January 2000 to December, 2000***

- Planned and facilitated activities such as group discussions, art projects, sports and dances for the Latino Youth Club.
- Assisted students with homework, online research and computer work.

***Volunteer Community Worker***

***National Indigenous Institute, Mexico City, Mexico, December 1994 to July, 1995.***

- Assisted indigenous Mixtec people in obtaining official documents, such as birth certificates, death certificates for themselves and their children.
- Assisted families in registering their children (ages 6-14) for school.
- Referred indigenous people to agencies such as literacy programs and health services.

***Co-Editor of “Noti-Novedades”, a monthly in-house magazine***

***Cobre de Mexico, Inc, October 1993 to March, 1995.***

- Covered and wrote about a wide variety of company activities such as safety and technical trainings related to the copper mining/refining process, employee incentive activities, employee recreational sports activities, and disaster/emergency simulations.
- Worked directly with the employees organizing company-sponsored employee religious pilgrimages and other social activities.
- Responsible for the layout, design, production and printing of the magazine.

### **Reporter**

**El Universal, Mexican National Journal**, Mexico City, Mexico, January to October 1994.

- Visited different City neighborhoods and interviewed local residents about crime, public services and other community issues for articles related to public safety.

### ***Editorial Assistant***

**Punto y Aparte Press**, Mexico City, Mexico, April 1992 to July 1993.

- Proofreading; lay out, design and writing of various periodicals, publications and books.

### **INTERESTS**

Strong interest in women's issues, equality, spirituality, ethnic studies and customs, social justice, healing, cultural awareness, social behavior, trauma recovery, wellness and personal growth; art, sculptural and functional ceramics, organic gardening, and environmental issues.

### **TRAININGS**

Please see attached training certificates.

References are available upon request.