



DATE: September 3, 2024

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
((This is a competitive class position.))

FROM: Valerie Naccarato, Director of Probation
733 Broadway, Kingston, NY 12401

JOB VACANCY: Senior Crime Victim Counselor / Full-Time / Permanent/Provisional / Benefited

LOCATION: 1 Pearl Street

SALARY: \$35.85 / hour (Grade 16)

FILL DATE: September 24, 2024

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing the Crime Victims Assistance Program. The work is carried out in accordance with program standards and involves responsibility for administration, staff and volunteer supervision and the division of the workload. The incumbent is also responsible for providing education designed to increase awareness regarding crimes and the Crime Victims Assistance Program (CVAP), and to provide training to staff, professionals, community members and volunteers regarding responses to victims of crime. Work is performed under the general supervision of a higher level employee. Supervision is exercised over the work of subordinate personnel. Does related work as required.

FULL PERFORMANCE KNOWLEDGES SKILLS ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of counseling and interviewing techniques; good knowledge of resources and services in the community available to the crime victim; good knowledge of clinical assessment and intervention skills; ability to establish a rapport with clients; ability to establish and maintain an effective working relationship with a wide variety of public and private agencies; ability to maintain records; ability of prepare oral and written reports; ability to assign and review the work of others; a high degree of empathy for the victims of crime; willingness to respond to calls on a 24 hour a day basis as the need arises; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. A Master's Degree and one (1) year of experience in rape crisis, trauma counseling or crisis intervention; **OR**
- B. A Bachelor's Degree and two (2) years of experience in rape crisis, trauma counseling or crisis intervention.

IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPTS.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.