

DATE: February 3, 2025

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: Crime Victim Counselor (Spanish-Speaking) / Full-Time / Permanent/Provisional / Benefited

LOCATION: 1 Pearl Street Kingston, NY

SALARY: \$33.34 / hour (Grade 15)

FILL DATE: February 25, 2025



DISTINGUISHING FEATURES OF THE CLASS: An employee in this class provides guidance and counseling to crime victims and their families to help them overcome the emotional trauma associated with the crime and assists the crime victim and his/her family in obtaining financial, legal and medical help or additional counseling if needed. 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. Except for the required ability to speak, read and write the Spanish language, this class is identical to that of Crime Victim Counselor. The work is performed under the general direction of higher level professional staff. Wide leeway is allowed in carrying out the details of the work. Supervision is exercised over the work of subordinate volunteers and clerical employees. 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; ability to establish a rapport with clients; ability to establish and maintain effective working relationships with a wide variety of public and private agencies; ability to maintain records; ability to prepare oral and written reports; ability to assign and review the work of others; working oral language proficiency in the Spanish language with understandable, smooth expression at a conversational level of communication; 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.

MINIMUM QUALIFICATIONS: Either:

- A. Graduate degree in social work, education, administration, law, sociology, psychology, criminology, or a related field;
OR
- B. Bachelor's degree and two (2) years' experience in counseling or casework in a recognized agency adhering to acceptable standards in probation, parole, social services, psychiatric or medical social work, or related work; **OR**
- C. An appropriate combination of above training and experience.

Special Requirement: Incumbents in this position must have a working oral language proficiency in the Spanish language with understandable, smooth expression at a conversational level of communication by the end of their probationary period.

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.