

## **CRIME VICTIM ASSISTANCE PROGRAM SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves planning, organizing, administering, overseeing and coordinating all aspects of the Ulster County 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 works with all human service and criminal justice agencies, the District Attorney's Office, the County Attorney's Office, Courts, community organizations and members of the public in addition to victims of crime. The incumbent is also responsible for overseeing and 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 the Director of Probation. Supervision is exercised over the work of subordinate personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Prepares grant applications and budgets;

Directs and coordinates the Crime Victims Assistance Program;

Administers the CVAP by supervising staff and volunteers, and distributing workload;

Develops and implements procedures and policies;

Acts as liaison with the other agencies (i.e.: District Attorney's Office, Police, Probation Department, Schools, Department of Social Services, Health and Mental Health);

Plans the Crime Victim Assistance Program interface with the fields of human services, youth justice and criminal justice;

Prepares periodic program and fiscal reports for the County Executive, the Probation Director, State Crime Victims Board, Office of Victims Services, NYS Division of Criminal Justice Services and NYS Department of Health;

Supervises the maintenance of agency records;

Promotes community awareness concerning the services available to the victims of crime;

Reviews and supervises all staff of the Crime Victims Assistance Program;

Prepares and disseminates public relations material following protocols established by the Probation Department and the County Executive's Office;

Oversees the development and implementation of the volunteer recruitment and training program;

Maintains and revises a written policy and training manual for staff and volunteers as needed.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the Crime Victims Assistance Program (CVAP); thorough knowledge of counseling and interviewing techniques; thorough knowledge of resources and services in the community available to the crime victim; ability to prepare grant applications and budgets; ability to analyze and organize data and prepare records and reports; ability to oversee the activities of a division or unit; ability to understand and interpret complex written technical information including statutes, regulations and operational procedures; 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 to communicate effectively both orally and in writing; ability to assign and review the work of others; a high degree of empathy for the victims of crime; tact; courtesy.

**OPEN COMPETITIVE MINIMUM QUALIFICATIONS:**

Possession of a Bachelor's degree or higher including or supplemented by thirty (30) credit hours in the social or behavioral sciences and two (2) years of experience as a Senior Crime Victim Counselor; or four (4) years of experience as a Crime Victim Counselor, Crime Victim Counselor/Educator, Crime Victim Counselor/Volunteer Coordinator, Probation Officer 1/Probation Officer assigned to a Crime Victims Unit, or Senior Crime Victim Counselor (can be combined).

**Note:** Course work at the graduate degree level in social work, social sciences, education, administration, law, criminal justice, or a related field may be substituted for work experience for a maximum of one (1) year of experience.

**Note:** Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**PROMOTION QUALIFICATIONS:**

One (1) year of permanent competitive class service as a Senior Crime Victim Counselor or three (3) years of permanent competitive class service as a Crime Victim Counselor, Crime Victim Counselor (Spanish Speaking), Crime Victim Counselor/Educator, Crime Victim Counselor/Volunteer Coordinator, Probation Officer 1/Probation Officer assigned to the Crime Victims Unit, Probation Officer 1 (Spanish Speaking) assigned to the Crime Victims Unit, or Senior Crime Victim Counselor (can be combined).

**Special Requirement:** Possession of a current driver's license or the ability to otherwise meet the transportation requirements of the position.

ULSTER COUNTY

2003 CVAP SUPV

Classification: Competitive

Union: UCSA

MGT

Adopted: December 16, 2019

Revised: August 28, 2024