

CRIME VICTIM COUNSELOR/EDUCATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class provides guidance, advocacy 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 must be comfortable with public speaking and has the responsibility for organizing and implementing presentations with the purpose of providing crime education, public awareness and information on crime prevention to staff, professionals, community members and schools. The work is performed under the general direction of higher level professional staff. Wide leeway is allowed the employee in the details of the work. Supervision may be exercised over subordinate staff. 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.

Counsels victims of violent and non-violent crime and acquaints them with financial, legal, medical and social services available;

Refers victims to available services;

Acts as liaison between the crime victim and police agencies, the district attorney, medical facilities, legal aid, social service agencies and insurance firms;

Obtains, through questionnaires, personal interviews and from official records, social, legal, medical and financial data necessary for referrals and for agency records;

Publicizes and explains the crime victim assistance program through attendance at community meetings and through the preparation and distribution of circulars and bulletins;

Prepares impact statements for use by the court and appears in court to explain and answer questions concerning the victim's perspective on the crime;

Follows-up on cases to ensure that services have been provided and to see if additional help is needed;

Develops and implements public education and psychoeducational programs in conjunction and cooperation with community organizations, schools, police departments and government agencies;

Coordinates and conducts public speaking presentations to special target population groups in the community intended to prevent future victimizations;

Serves as a liaison to schools as well as other community and social service agencies;

Prepares grants and completes grant reporting;

May provide information regarding CVAP during live radio or TV interviews;

May prepare oral and written case reports on crime victims.

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 an effective working relationship with a wide variety of public and private agencies; ability to maintain records; ability to engage in public speaking events and develop presentations; ability to prepare grant reports; 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. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and two (2) years of full-time paid or its part-time equivalent 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, which included experience in public speaking and developing presentations; **OR**
- C. An appropriate combination of above training and experience.

ULSTER COUNTY
2015 CVC/EDUCTR
Classification: Competitive
Grade: 15
Union: CSEA

Adopted: July 15, 2019