

SENIOR CRIME VICTIM COUNSELOR

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.

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.

Holds conferences with victims, providing referrals and counseling;

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

Development and implementation of procedures and policies;

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

Recruits, screens and trains volunteers in accordance with program goals;

Oversees and coordinates sexual assault support team of approximately 25 volunteers who will be on call on a twenty-four (24) hour basis;

Maintains and revises as needed a written policy and training manual for all volunteers;

Supervises the maintenance of agency records;

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

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 to 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.

Senior Crime Victim Counselor
MINIMUM QUALIFICATIONS: Either:

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

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:

Two (2) years of permanent competitive class status in the position of 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 or Probation Officer 1 (Spanish Speaking) assigned to the Crime Victims Unit (can be combined).

ULSTER COUNTY
6105 SR CV COUN
Classification: Competitive
Grade: 16
Union: CSEA

Adopted: September 29, 1995
Revised: March 16, 2001
Revised: December 11, 2018
Revised: August 28, 2024