

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 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.

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

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