

## GENESEE COUNTY

### COMMUNITY/VICTIM SERVICES COUNSELOR

**DISTINGUISHING FEATURES OF THE CLASS:** Provides comprehensive victim services to crime victims. The duties involve the responsibilities of assisting victim's needs and concerns as a result of becoming involved in the criminal justice system. Victims and witnesses are interviewed to determine the kind of assistance that is needed, and referrals are made as necessary. The incumbent is called upon to exercise sound professional judgment in formulating and carrying out individual concerns faced by victims and witnesses. Work is performed under general supervision of the Sheriff, Undersheriff, and Program Coordinator of Genesee Justice. Does related work, as required.

### **TYPICAL WORK ACTIVITIES:**

Provides intensive victim assistance to victims and witnesses of violent and non-violent crimes;

Acting as a liaison, works directly with the District Attorney's Office, and communicates with other departments such as Probation, Courts, etc. during the various phases of the Criminal Justice Process;

Carefully monitors a victim's case as it progresses through the criminal justice system;

Counsels victims/witnesses with respect to the workings of the Criminal Justice system;

Assists victims/witnesses and their families in accessing community-based services and resources;

Develops and maintains working relationships with various agencies that are available to provide services for victims and their families;

Provide transportation for court and District Attorney meetings as needed;

Helps to prepare victims and witnesses for grand jury and/or trial;

Attends court regularly;

Provides emotional support to victims and witnesses;

Assists victims with preparation of victim impact statements;

Maintains regular contact with victims by making phone contacts, agency visits, or home visits;

Maintains comprehensive case records and logs relative to the victim's case, to include all contacts, services, court dates and outcome, etc.;

Assists victims in gathering information relative to concerns and financial losses, and assist with preparation of restitution requests;

Prepares Office of Victim Services compensation claims;

Acts as a liaison with a variety of human service providers involved in each individual case;

Prepares monthly and quarterly statistical reports required for grant funding;

Prepares in-depth reports for the District Attorney on the victim's recommendations and attitude towards case direction and sentencing of the offender;

Works closely with the Y.W.C.A. Domestic Violence Program and RESTORE sexual assault services;

Participates on the Domestic Violence Task Force, and Western New York Crime Victims Coalition.

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The above examples of duties are intended only as illustrative of the various types of work performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND/OR PERSONAL**

**CHARACTERISTICS:** Good knowledge of the Criminal Justice system; good knowledge of community agencies, facilities and services which can be utilized for Victim Assistance; good organizational skills; good public speaking skills; working knowledge of NYS Penal Laws and Criminal Procedure Law; ability to compile and maintain reports; ability to communicate clearly both orally and in writing; ability to monitor and enforce each client's community service program as ordered by the court; ability to work well with a wide variety of community resource agencies; good discretion and judgment; initiative; resourcefulness; dependability.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is also required to drive a vehicle.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually moderately quiet.

#### **MINIMUM QUALIFICATIONS:**

- A. Possession of a Bachelor's Degree in Criminal Justice, Human Services, Psychology, Education, or a related field;

**OR:**

- B. Possession of an Associate's Degree in Criminal Justice, Human Services, or a related field AND two (2) years of full-time, paid experience in a criminal justice agency or other agency whose duties shall have involved counseling, case management or client supervision;

PART-TIME, PAID EXPERIENCE WILL BE PRO-RATED AS APPROPRIATE.

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**NOTE:** Your degree must have been awarded 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.

### **SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT**

Possession of a valid New York State driver's license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Adopted 5/13/97

Revised 5/7/08, 4/26/24