

ORANGE COUNTY CLASS SPECIFICATION

TITLE: CRIME VICTIMS COUNSELOR **GRADE:** 12

TITLE ABBREVIATION: CRIM VIC COUNS **TITLE NO.:** 6239

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: PROBATION **DIVISION:**

SUPERVISOR'S TITLE: PROBATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the provision of guidance and short-term advocacy and counseling to help crime victims and their families navigate the justice system and to keep them informed of the details pertaining to the arrest, prosecution and sentencing of the offender responsible for causing harm. An incumbent assists the crime victim and his/her family in obtaining financial, legal and medical help or additional counseling if needed. 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 and the relationship between counselor and victim is confidential in nature. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Counsels victims and families of victims of violent and non-violent crime and acquaints them with financial, legal, medical and social services available;
2. Refers victims to available services;
3. Acts as liaison between the crime victim and police agencies, the district attorney, medical facilities, legal aid, social services agencies and insurance firms;
4. Obtains, through questionnaires, personal interviews and from official records, social, legal, medical and financial data necessary for referrals and for agency records;
5. Supervises and participates in the maintenance of agency records;
6. Prepares oral and written case reports on crime victims;
7. Publicizes and explains the Crime Victim's Assistance Program through attendance at community meetings and through the preparation and distribution of circulars and bulletins;

8. 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;
9. Follow up on cases to ensure that services have been provided and to see if additional help is needed;
10. Assists victims in filing for compensation through the NYS Crime Victim's Board;
11. Assists victims of domestic violence in obtaining orders of protection through the Family court.

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 and their families; 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; 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) Bachelor's degree in Psychology, Sociology, Criminal Justice, Human Services, Political Science or closely related field; OR
- (B) Bachelor's degree and one (1) year of counseling or casework experience; OR
- (C) Associate's degree and three (3) years of counseling or casework experience; OR
- (D) Associate's degree and two (2) years of active-duty service in the United States Armed Forces.

NOTE: Possess and maintain a valid driver's license.

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.