

CASE MANAGER (CRIME VICTIMS)

CHAUTAUQUA COUNTY DISTRICT ATTORNEY'S OFFICE

SALARY RANGE: \$24.42 - \$31.51/HOUR)

The Chautauqua County District Attorney's Office is seeking qualified applicants for the title of Case Manager (Crime Victims) in the Mayville, New York office. A Case Manager (Crime Victims) is responsible for performing social case management services for clients who are seeking assistance from the Crime Victims Assistance Division by assessing, planning and coordinating client activities involving navigation of the criminal justice system. A Case Manager (Crime Victims) is also responsible for the referral of clients to appropriate related supportive services. Work is performed under general supervision with leeway granted for independently carrying out job objectives. Work involves field visits to client contact points such as courts, law enforcement agencies and with assigned attorneys. Does related work as required.

Typical Work Activities:

- Receives, reviews and completes claims for assistance from individuals who are victims of crime in need of services;
- Prepares initial assistance plans and updates the plans within mandated time frames;
- Assists individuals in obtaining crisis counseling as needed;
- Continually monitors and tracks client assistance status and services completed;
- Provides follow-up services to clients to maintain assistance plan goals;
- Provides information and referral services to clients;
- Serves as a personal advocate as necessary to accomplish case management goals;
- Arranges for and participates in case conferences and reviews to accomplish case management goals;
- Creates and maintains case files and related information in accordance with program and practice standards;
- Transports crime victims/witnesses to court;
- Completes detailed case report notes and maintains simple statistical data and reports;
- Educates the community and works with local organizations to advocate and raise awareness of programs available.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications:

Promotional - One (1) year of permanent competitive class status as a Community Services Worker in the Chautauqua County Office of the District Attorney.

Open Competitive - Successful completion of 60 semester credit hours from a regionally accredited or New York State registered college or university and two (2) years of experience providing case management or social work counseling directly with clients in the delivery of services in a human services agency or program.

Additional Requirements:

- A. Ability to meet the regular transportation requirements in carrying out fieldwork assignments at time of appointment and during service in this classification.
- B. Candidates must not have been convicted of an alcohol or drug related driving offense, or have been convicted of refusing to submit to a Blood Alcohol Content (BAC) or chemical test for a period of three (3) years prior to the date of written test. Additionally, candidates that pass the written test and appear on the eligible list must not have been convicted of an alcohol or drug related driving offense, or have been convicted of refusing to submit to a Blood Alcohol Content (BAC) or chemical test for a period of three (3) years prior to certification and appointment.