

**COORDINATOR, VICTIM ASSISTANCE CENTER
CHAUTAUQUA COUNTY DISTRICT ATTORNEY'S OFFICE
SALARY RANGE: 31.68 - \$41.80/HOUR + BENEFITS @ 40 HOURS/WEEK**

The Chautauqua County District Attorney's Office is currently accepting applications for a Full-Time Coordinator, Victim Assistance Center to work out of the Mayville, NY office. A Coordinator, Victim Assistance Center performs program administration duties and provides social work services for individuals that are witnesses to or victims of crimes. Work involves administrative contacts with the funding agencies and field contacts with crime victims, witnesses, police, NYS Office of Victim Services, NYS Department of Criminal Justice Services, and other agencies in the community. An incumbent in this class formulates and carries out plans to address the problems and needs of the cases assigned. Work is performed under the direction of the District Attorney, including the acquisition and administration of in-service training specific to the duties of this class. Supervision is exercised over a support staff, volunteers and interns. Does related work as required.

Typical Work Activities:

- Coordinates and directs the County Victim Assistance Center through the District Attorney's Office in collaboration with human service and criminal justice agencies;
- Recruits, supervises, schedules, and trains staff, volunteers and interns;
- Develops training modules and facilitates ongoing education to hospitals, victim agencies and community resources on compensation, victims' rights, and the Victim Assistance Center;
- Trains police academy students, supervisors, and District Attorney staff on prevention of Intimate Partner Violence reduction;
- Stimulates and sustains interest in the Victim Assistance Center and the Statewide Targeted Response to Intimate Partner Violence (STRIVE) through attending ongoing developments within the NYS Office of Victim Services and Federal Office for Victims of Crime, and NYS Division of Criminal Justice Services;
- Prepares monthly reports for the NYS Office of Victim Services and NYS Division of Criminal Justice Services;
- Prepares quarterly fiscal cost report and quarterly performance report for the NYS Office of Victim Services and Federal Office for Victims of Crime, and NYS Division of Criminal Justice Services;
- Assists in writing and manages grants for the Victim Assistance Program and Statewide Targeted Response to Intimate Partner Violence as requested by the District Attorney;
- Assists in writing the annual grant and prepares the budget contract for submission for re-funding by the NYS Office of Victim Services;
- Develops reporting forms and reports as necessary;
- Monitors and manages the Victim Assistance Center's subcontract grants financed through NYS Office of Victim Services;
- Develops and researches sources to locate victims of crime;
- Prepares monthly briefings for the Statewide Targeted Response to Intimate Violence and presents statistical data;
- Works with community stakeholders to develop and execute the strategy chosen by the jurisdiction for the Statewide Targeted Response to Intimate Partner Violence;
- Assists crime victims and witnesses in preparing victim impact statements and testimony preparation;
- Aides in the completion of NYS Office of Victim Services claim forms and helps with the processing of claims;
- Accompanies victims of all crimes to all court appearances, arraignments, preliminary hearings, grand jury, and trial;
- Provides information and referral services to victims of all crimes;
- Acts as liaison between District Attorney, Police and crime victims;
- Informs crime victims and witnesses of defendant's status and whereabouts at all times, as well as registering victims for notification programs regarding their defendant's custody status;
- Maintains documentation and case management for all victims;
- Provides follow-up services in person or by phone or letter to victims on continuing cases;
- Conducts confidential interviews on behalf of the Assistant District Attorney as directed;
- Accompanies victims to the NYS Office of Parole in Buffalo for in-person meetings with a Parole Commissioner prior to parole hearings.

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: Either:

- A. Possession of a Master's degree from a regionally accredited or New York State registered college or university in Criminal Justice, Psychology, Social Work, Sociology or a closely related field and three (3) years of experience in providing counseling or casework services to clients in an agency performing corrections, human services, parole or probation services; OR
- B. Possession of a Bachelor's degree from a regionally accredited or New York State registered college or university in Criminal Justice, Psychology, Social Work, Sociology or a closely related field and four (4) years of experience as listed in (A) above.

Additional Requirement: Ability to meet the regular transportation requirements in carrying out fieldwork assignments at time of appointment and during service in this classification.