



**State
Police**

KATHY HOCHUL
Governor

STEVEN G. JAMES
Superintendent

POSTING DATE: 04/15/2024

APPLICATION DUE BY: 05/06/2024

Title: Crime Victims Advocate
Starting Salary: \$65,001.00

Location: Troop K Headquarters
Salt Point, New York 12578
Dutchess County

Salary Grade: 18

Employment Type: Full-Time

Work Days: Monday-Friday

Union Representation: PS&T

DUTIES

- Provide outreach services to victims and their families. This includes crisis intervention, short-term counseling and follow-up support services through telephonic contact, home and hospital visits.
- Provide services to elderly victims, surviving family members of homicide and DWI fatalities, domestic violence victims, child victims, and sexual assault victims.
- Inform victims of their rights under the criminal justice system and assist them in preparing compensation claims to the New York State Office of Victim Services, which includes follow-up with hospitals, doctors, funeral directors and employers.
- Provide assistance with property release and restitution.
- Provide support such as transportation to court, court accompaniment, explanation of court procedures and bilingual services and case status information.
- Provide referrals to other agencies for support and follow-up services such as shelters, legal services and specialized counseling. Serves as the Division's liaison with these agencies. Facilitate the appropriate exchange of information among these professionals to ensure that crime victims are adequately served.
- Outreach to the community via education and training to criminal justice professionals relative to the issues and needs of crime victims.

- Coordinate training of, and acts as a resource for, New York State Police field personnel. The Specialist will be available for consultation and assistance at all hours of the day and night.
- Maintain manuals, pamphlets and directories to guide all members of the New York State Police in proper intervention with crime victims.
- Speak alone or in tangent with the New York State Police at local community events. Promote community awareness of the project and solicit recommendations for, and develop plans to effect improvements in the project implementation.
- Design standardized New York State Police forms for documenting crime victim contacts, referrals and other interventions. Maintain confidential files on each crime victim who receives assistance to facilitate evaluation of the impact of the program at a future time. This would include statistical information and referrals made to other agencies.
- Develop an accountability system for crime victim contacts including a mechanism for ensuring timely and appropriate recommendations and follow-up for cases referred by the New York State Police.
- Participate in conferences, training sessions and community meetings relative to the needs and concerns of crime victims.
- Collect data and prepare draft reports to the Project Coordinator documenting project progress and effectiveness.

MINIMUM QUALIFICATIONS

- A Bachelor of Science Degree in Criminal Justice, Social Work, Social Science or Counseling and have at least two years experience* providing direct services to crime victims. Crisis intervention experience is essential.

OR

- A Master's Degree in an appropriate discipline may be substituted for one year's experience.
- Excellent interpersonal skills working with diverse groups of criminal justice, victim services professionals and the community at large. Excellent verbal and written communication skills are essential.
- Possess a valid New York State driver's license.

***Qualifying experience:** Direct service is defined as those services which immediately respond to the emotional and physical needs of crime victims, such as crisis intervention; accompaniment to hospital or court appointments; hotline counseling; providing emergency food, clothing, transportation, and shelter; and processing applications to the Office of Victim Services.

Resumes will be evaluated to determine whether candidates will proceed to the interview phase of the process.

Please be advised that authorization to fill this position is pending Division of Budget approval.

HOW TO APPLY:

Kindly send a letter of intent, complete resume and transcripts to:

Email: personnelresumes@troopers.ny.gov

Place in the Subject line: CVA