



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 24-050 **POSTING DATE*: FROM:** 8/13/2024 **TO:** 8/23/2024

JOB TITLE: Victim Assistance Coordinator

RATE OF PAY: \$34.82-\$43.21/hr

LOCATION: Ontario County District Attorney's Office

NOTE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the [Rule of Three](#).

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

See attached job description.

APPLICATION DEADLINE / LAST FILING DATE*: 09/06/2024

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

VICTIM ASSISTANCE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a public contact position involving the responsibility for planning and organizing the Victim/Witness Assistance Program. The duties require the application of modern social work techniques in making evaluations of adult and child crime victims and in assisting persons involved in the criminal justice system. Interviews victims and witnesses of crime to determine the kind of assistance needed, and provides follow-up and referral service. While supervision is not a major function of this title, oversight and instruction will be provided to all staff in the victim assistance program. Work is performed under the general supervision of the District Attorney. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares Grant Applications and recommends budgets to the District Attorney;
 Directs and coordinates the Victim/Witness Assistance Program;
 Plans and develops the overall County Victim/Witness Assistance Program interface with the human services and criminal justice agencies;
 Acts as a liaison with all segments of the health, mental health, social services, criminal justice, transportation and educational systems that may interface with victims' and witnesses' needs;
 Prepares periodic program and fiscal cost reports for the District Attorney and the Crime Victims Board;
 Prepares New York State Crime Victims Board compensation claims;
 Develops training modules for staff and volunteers involved in providing services for victims and witnesses;
 Supervises staff and volunteers;
 Prepares and disseminates public relations material;
 Creates policies for dealing with victims and witnesses in the prosecution of crime;
 Develops and implements volunteer recruitment and training program;
 Directs, develops, and conducts mandated training for all law enforcement for Ontario County and the Finger Lakes Law Enforcement Academy;
 Counsels victims and witnesses as to the workings of the criminal justice system;
 Assesses victims' and witnesses' needs and makes appropriate referrals;
 Attends court when appropriate;
 At the request of the District Attorney may represent the District Attorney and serve on various committees and boards.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of court procedures; good oral and written communication skills; ability to seek and apply for grant funding; good counseling skills; ability to establish effective working relationships with others (District Attorney, Probation, Family Court, Criminal Justice and Civil Courts, Department of Social Services, Hospitals, Rape Crisis Services and Domestic Violence Advisory Board); ability to conduct investigative research to locate victims/witnesses; ability to conduct effective interviews; ability to advocate victims' rights; dependability; tact; patience; physical condition commensurate with the demands of the position.

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

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VICTIM ASSISTANCE COORDINATOR

MINIMUM QUALIFICATIONS: Either:

1. Master's Degree, or higher, from a regionally accredited college or university or one recognized by the New York State Education Department in social work, education, administration, law, sociology, psychology, criminology or a related field AND one (1) year full-time paid work experience, or its part-time equivalent, in counseling or casework in a recognized agency adhering to accepted standards in victim advocacy, probation, parole, social services, psychology or social work, or related field; OR
2. Bachelor's Degree from a regionally accredited college or university or one recognized by the New York State Education Department with at least 30 credit hours in social or behavioral science AND three (3) years full-time paid work experience, or its part-time equivalent, in counseling or casework in a recognized agency adhering to accepted standards in victim advocacy, probation, parole, social services, psychology or social work, or related field; OR
3. An equivalent combination of training and experience as set by the limits of (1) and (2).

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

APPROVED: MARCH 24, 1994

REVISED: OCTOBER 23, 2020

CIVIL SERVICE CLASSIFICATION: COMPETITIVE