

Notice of Job Opening

Position: Crime Victims Advocate

Applicants must meet the requirements outlined in the enclosed job description.

*PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

Department: Police

Number of Vacancies to be filled: 2

Rate of Pay: \$52,000 - \$78,000 annually

Schedule: 37.5 hours/week
Monday-Friday

Application Deadline: **Until Filled**
All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Residency Requirement: YES
Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

Background Check: **The City of Albany will conduct a thorough pre-employment background investigation as part of its consideration of candidates for employment.** Applicants must, upon request, provide documentation regarding their educational, employment, criminal, and driving records, and/or authorize the City to obtain those records. Applicants must also provide the necessary fees for the fingerprint processing. -- Background investigation results will be considered pursuant to Corrections Law Article 23-A as well as relevant federal law. A criminal conviction will not necessarily result in disqualification for employment. Rather, such factors as relationship to the job, age at the time of conviction, length of time since conviction(s), the seriousness and nature of the crime, and any rehabilitation will be considered.

CRIME VICTIMS ADVOCATE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting with the emotional support of families, victims, and witnesses of violent crime, as well as the independent administration, management, and planning of the Albany Police Department's Trauma Response Team. The incumbent in this position assists victims, families, and witnesses with obtaining services including emergency shelter, transportation, financial assistance, and psychological services through appropriate sources including The Albany County Crime Victim's Board and community based organizations. An employee in this class will keep abreast of each case and stay in contact with victims as they go through various processes of the justice system and service industries, acting as a liaison with community based organizations.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Independently coordinate with the Albany Police Department's Anti-Violence Coordinator;
- Act as a liaison between law enforcement and the Albany Police Department Gun Involved Violence Elimination (GIVE) partners;
- Coordinate with the Albany Police Department's To Reach and Connect (TRAC) and Enhanced Supervision Unit (ESU) Programs;
- Act as a liaison between law enforcement and community based organizations;
- Have the ability to meet and maintain contact with victims, families, and witnesses to violent crime;
- Coordinate with the Albany Police Department's To Reach and Connect (TRAC) and Enhanced Supervision Unit (ESU) Programs;
- Develop and maintain a protocol for the Albany Police Department's Handle with Care program;
- Ability to maintain all case files associated with the Handle with Care Program;
- Provide appropriate information regarding referrals to victims, families, and witnesses of violent crime including but not limited to: counseling, support and advocacy;
- Have the ability to coordinate services for victims, families, and witnesses with other community social organizations;
- Communicate and coordinate services and response to violent crimes with SNUG;
- Have the ability to coordinate and respond with provider outreach;
- Coordinate service provider outreach within the Albany Police Department's Neighborhood Engagement Unit;
- Provide information on the Rights of Crime Victims in NYS;
- Ability to work outside business hours should the need arise;
- Maintain all case ~~and logs~~; files associated with crime victim management;
- Ability to provide training as needed;
- Complete and submit statistical program reporting;
- Enters and retrieves information in an automated information system;

- Performs related work as necessary and required by the Crime Victim's Advocate.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of criminal justice systems and local law enforcement agencies;
- Thorough knowledge of local community human services network;
- Ability to present ideas clearly and efficiently in both written and oral communications;
- Ability to prepare clear and concise written materials;
- Ability to establish and maintain effective working relationships with public and private agencies;
- Ability to work independently to develop and coordinate the program;
- Ability to maintain a high level of interpersonal contact with victims/survivors of violent crime;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree (or higher) in Psychology, Social Work, Criminal Justice or a closely related field; and two (2) years of experience in a human services field; **OR**
- B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Psychology, Social Work, Criminal Justice or a closely related field; and four (4) years of experience in a human services field; **OR**
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.