

CASE MANAGER (CRIME VICTIMS)
ONE (1) FULL-TIME POSITION AVIALABLE
35 HOURS/WEEK INCLUDING BENEFITS
STARTING @ \$17.87/HR

The Chautauqua County District Attorney's office is currently seeking qualified applicants to immediately fill one (1) full-time position of Case Manager (Crime Victims) working out of the Mayville, NY office. Incumbents in this class are responsible for performing social case management services for clients who are seeking assistance from the Office of the District Attorney, 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 of the District Attorney's Office. Does related work as required. This position will be filled on a provisional basis pending the outcome of a future dated examination for this title.

A description of the duties and minimum qualifications is listed below.

Please complete the Chautauqua County Application for Examination/Employment (available on this Website) and send it to:

Chautauqua County Department of Human Resources
Gerace Office Building, Room 144
3 North Erie Street
Mayville, NY 14757

Equal Opportunity Employer

CASE MANAGER (CRIME VICTIMS)

DISTINGUISHING FEATURES OF THE CLASS: Incumbents in this class are responsible for performing social case management services for clients who are seeking assistance from the Office of the District Attorney, 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 of the District Attorney's Office. 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 from the Crime Victims Board;
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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of assistance programs available to crime victims and witnesses; working knowledge of the order and process of appearing in court proceedings; working knowledge of the laws, rules and regulations dealing with rights of crime victims; working knowledge of interviewing techniques; ability to write accurate and complete case notes and simple statistical reports; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; ability to understand and empathize with the needs and concerns of others; courtesy; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Requires 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.