



Our Future Starts
With *you!*

POSITION: Crime Victim Services Coordinator

DEPARTMENT: Albany County Crime Victims and Sexual Violence Center

SALARY: \$44,842

WORK LOCATION: 112 State Street Albany, NY 12207

BENEFITS:

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

DESCRIPTION:

Under the supervision of the Clinical Supervisor, the incumbent will be responsible for conducting intakes with potential clients, assigning them to an appropriate CVSVC staff member, and ensuring that all client data is properly recorded. The incumbent will also be tasked with planning, directing and coordinating the volunteer program at the Crime Victim and Sexual Violence Center (CVSVC). Incumbent is also responsible for online chat coverage and crisis hotline backup. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from an accredited college or university with at least an Associate's Degree *AND* six (6) months of experience working on a crisis hotline, or providing direct services to victims of crime, or other closely related experience; *OR*
- B. Possession of a high school diploma or GED *AND* at least two (2) years of experience working on a crisis hotline, or providing direct services to victims of crime, or other closely related experience.

SPECIAL REQUIREMENTS:

- Possession of a valid New York State driver's license at the time of appointment and throughout employment.
- Successful clearance of the required Suitability Determination.

Please include a copy of your Resume, License, and Transcripts (if applicable) with this application.

POINT OF CONTACT FOR INQUIRIES:

Erin Weiss, MEd, LMHC

Clinical Supervisor

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