



Our Future Starts
With *you!*

POSITION: Crime Victim Case Manager (HELPS)

DEPARTMENT: Albany County Crime Victims and Sexual Violence Center

SALARY: \$55,498

LOCATION & HOURS: 112 State Street, Albany, NY 12207, 8:30AM to 4:30PM - May provide coverage at offsite clinical location within Albany County (location confidential) or travel to local agencies to assist clients. Potential for hybrid-remote schedule. Daytime, overnight, weekend, and holiday hotline coverage is required for this position.

BENEFITS:

- ▶ Generous Paid Time-Off
- ▶ NYS Retirement System
- ▶ Work-Life Balance
- ▶ Health, Dental, Vision and Hearing
- ▶ Tuition Reimbursement
- ▶ Public Service Loan Forgiveness

DESCRIPTION:

Are you passionate about trauma-informed practice and assisting crime victims? Albany County is seeking a caring, organized, and community-minded Crime Victim Case Manager to provide compassionate, victim-centered support to people affected by crime. In this role, you'll meet with victims to assess their immediate and long-term needs, offer crisis intervention and emotional support, help them understand and navigate complex systems such as family court or social services, and connect them with the right community services. You'll also assist with compensation claims through the New York State Office of Victim Services and work in supportive settings such as our agency offices, hospitals, and community service providers to ensure victims receive guidance and access to critical resources. If you're someone with strong communication skills, good judgment, and a desire to make a meaningful impact, we'd love to have you on our team.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from an accredited college or university with at least a Bachelor's Degree in Criminal Justice, Human Services, Psychology, Social Work, Nursing, Public Health or a closely related field; *OR*,
- B. Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Criminal Justice, Human Services, Psychology, Social Work, Nursing, Public Health or a closely related field two (2) years of advocacy experience or at least five hundred (500) hours of volunteer experience at a rape crisis center or victim assistance program.

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 (Background investigation is conducted by the appointing authority.)

Please upload a cover letter, resume and transcripts with this application.

POINT OF CONTACT FOR INQUIRIES:

Erin Weiss -Clinical Director - Erin.Weiss@albanycountyny.gov

Candidates will not have to take an exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

