

Jurisdictional Class: Competitive  
Adopted: October 7, 1997 as Victim Services Advocate  
Revised: August 10, 2017

**FORENSIC INTERVIEWER/VICTIM SERVICES ADVOCATE**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the responsibility for coordinating and providing services to individuals participating in various activities for the Child Advocacy Center. The incumbent establishes a working relationship with victims and their non-offending caregivers, providing them with necessary assistance and information regarding court procedures, counseling, compensation claims, etc. This position will require extensive regional fieldwork, including home visits, court visits, school visits and maintaining community contacts such as, police, caseworkers and pediatricians. Interviews at the request of Law Enforcement Agencies and/or Child Protective Services will be a requirement of this position. The incumbent will be required to participate in staff development programs, conferences, workshops and attend trainings. The work is performed under the general supervision of the District Attorney or a higher-level administrator with leeway allowed for the use of independent judgment within established guidelines. Supervision may be exercised over a group of volunteers. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Coordinates activities and provide services to individuals in the Regional Child Advocacy Center;  
Conducts research to locate and contact victims, witnesses and non-offending caregivers;  
Maintains contact with victims and their non-offending caregivers, encouraging them to participate in the criminal justice process and/or family court process;  
Provides case status information, informing victims or non-offending caregivers of court appearance dates and times, as well as postponements and cancellations;  
Assists victims/affected family members to understand court procedures and their rights and responsibilities;  
Acts as liaison between local agencies and victims and non-offending caregivers;  
Assists victims in the preparation and filing of a wide variety of orders, statements, and claims;  
Arranges appointments, transportation, interpreters, and other services for victims;  
Develops, collaborates, and maintains contact with local, state, tribal and federal victim services providers and various community agencies whose service may be relevant to client needs;  
Schedules and conducts forensic interviews as requested by law enforcement and child protective services;  
Prepares for and testifies in court when required;  
Maintains contact with the New York State Crime Victims Board, the Office of Children's and Family Services, and the New York State Children's Alliance;  
Attends regional and state meetings, and ensures compliance with federal and state mandates and regulations;  
Provides program presentations to various public and private agencies;  
Develops materials such as program/victim brochures to promote the program and educate crime victims;  
Coordinates grants, completes and maintains a variety of records, and prepares and submits statistical and financial reports relative to program operations;  
Participates in case planning and implementations of such plans, from the briefest intervention to long-term supportive services;  
Maintains training and sensitivity on trends in victim services, cultural differences, child abuse, and forensic interviewing practices;

## Forensic Interview/Victim Advocate

Assists in training and supervising the community on victims, rights, and access to services;  
Assist with paperwork and coordination of services at clinics as needed by the nurse and/or physician;  
Provides community coordination and education for crime prevention and victim's rights advocacy, which involves public speaking, media support, public relations with schools, colleges, etc;  
Participates in county and regional multi-disciplinary teams for child abuse, child fatality, or other teams involving services for crime victims;  
May oversee the work of volunteers;  
Participates in staff development programs, in-service training, conferences, workshops, seminars, and staff meetings.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of public, private, and community agencies including law enforcement agencies, child protective services, and criminal and family court;  
Good knowledge of the structure, principles and techniques of forensic interviewing;  
Working knowledge of the structure, organization, and procedures of the criminal and family court system;  
Ability to develop and maintain satisfactory working relationships with victims, witnesses, and the public;  
Ability to work independently;  
Ability to organize data and prepare complex reports;  
Ability to communicate effectively, both orally and in writing, including strong public speaking skills;  
Ability to plan and supervise the work of others;  
Sound judgment.

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Social Sciences, Education, Human Services, Humanities, or a closely related field; and two (2) years of experience in forensic interviewing, social work, health, community services or public relations; one (1) year of which must be working with children, families and/or victims; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and four (4) years of experience in forensic interviewing, social work, health, community services or public relations; one (1) year of which must be working with children, families and/or victims; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**SPECIAL REQUIREMENTS:** Assignments made to employees in this class will require reasonable access to transportation to meet fieldwork requirements made in the ordinary course of business in a timely and efficient manner.