

DOMESTIC VIOLENCE OUTREACH WORKER

DISTINGUISHING FEATURES OF THE CLASS:

This position performs a variety of tasks to support the professional staff of the District Attorney's office with the prosecuting of domestic violence cases. The work involves providing assistance to victims of intra-family violence under the general supervision of a higher level position supervising domestic violence prosecution. This class is responsible for providing information and supportive services to the victims of intra-family violence in accordance with the requirements and procedures of the Special Victims Bureau.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Interviews and conducts in-depth intake with victims in criminal cases prosecuted by the Special Victims Bureau;
2. Interviews victims of physical assault to determine appropriateness of criminal charges and reviews same with the Assistant District Attorneys;
3. Assists in the prosecution of criminal cases by gathering pertinent information from Child Protective Services, Parole, Probation Departments and like agencies;
4. Answers and responds to phone inquiries reporting spousal or child abuse and provides assistance, information, referrals and guidance as needed;
5. Informs victims of intra-family violence of their rights as well as community and legal services available to them;
6. Identifies victims' needs and problems through supportive telephone and face-to-face contacts in the office and refers victims of intra-family violence to supportive services from various public, private and community agencies;
7. Provides assistance to law enforcement personnel regarding the appropriate response to incidents of intra-family violence as well as appropriate arrest charges;
8. Explains the basics of the criminal justice system to victims and witnesses in intra-family violence matters to prepare them for providing testimony and counsels them on proper conduct and demeanor to be maintained during proceedings in appropriate courts of law;
9. Prepares written reports of incidents as well as necessary internal documents for case control and supervision;
10. Maintains logs, files and computer data relating to all criminal complaints filed as well as documenting police calls to domestic violence incidents in which no criminal arrest is made;
11. Prepares reports documenting statistics and monitoring the program effectiveness;

DOMESTIC VIOLENCE OUTREACH WORKER (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of the office procedures and practices of the Dutchess County District Attorney's Office specifically as it relates to the prosecution of domestic violence cases;
Knowledge of public, private and community agencies including law enforcement agencies that may be utilized to help victims of domestic violence;
Ability to relate to persons in need of assistance from the Special Victims Bureau and the criminal justice system;
Ability to communicate clearly and effectively, both orally and in writing;
Ability to identify information and data critical to cases;
Ability to get along well with others and gain their cooperation;
Ability to follow oral and written instructions;
Personal qualities necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Criminal Justice, Social Work, Psychology or a closely-related field and one (1) year of full-time, paid work experience in a recognized public or non-profit agency which primarily involved advocacy for, or counseling individuals who have been affected by intra-family violence;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Criminal Justice, Social Work, Psychology or a closely-related field and three (3) years of full-time, paid work experience in a recognized public or non-profit agency which primarily involved advocacy for, or counseling individuals who have been affected by intra-family violence;
- OR: (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of the experience indicated in (A) above.

NOTE: A Masters Degree in Criminal Justice, Social work or Psychology may be substituted for the one (1) year of work experience as indicated in (A) above.
A Paralegal certificate may be substituted for one (1) year of work experience in (A), (B) or (C) above.

LS1308

ADOPTED: 05/07/92 01/01/98 (Title change)

REVISED: 05/06/11