

GENESEE COUNTY

GENESEE JUSTICE PROGRAM COORDINATOR (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: This is an important multifaceted professional and administrative position involving responsibility for direct oversight of Pretrial Release, Alternatives to Incarceration and Victim Advocacy programs. Administrative duties are moderately difficult and complex relating to program development, monitoring, planning, organization, coordination and direction of the Genesee County Sheriff's Office Genesee Justice Programs. This position is responsible for the development and promotion of new initiatives in the Criminal Justice System. The incumbent works closely with other members of the Criminal Justice System, including the Sheriff, District Attorney, Public Defender, and Judges. The programs administered by this office impact all aspects of the Criminal Justice process, with particular emphasis on finding alternatives to incarceration, seeking funding sources, and advocating for the rights of crime victims. The individual, therefore, carries an active caseload relating to both crime victim advocacy and offender accountability. The incumbent has independent leeway in carrying out the responsibilities of the job. The individual oversees the administration of the overall program with minimal direction from the Sheriff. Supervision is exercised over the work of clerical and professional subordinate employees.

TYPICAL WORK ACTIVITIES:

Plans, organizes, and promotes the Genesee County Sheriff's Office Genesee Justice Programs (Pretrial Services, Alternatives to Incarceration, DWI Conditional Discharge, IID Conditional Discharge, and Court Ordered Community Service), and Victim Advocacy;

Confers with judges, court personnel, attorneys, law enforcement, outside agencies and various other groups on individual or program requirements, situations or other matters of concern;

Monitors and analyzes the performance of programs and services offered by Genesee Justice, determining staffing needs, and adjustments to program requirements based on current trends.

Works closely with other members of the Criminal Justice System, including the Sheriff, District Attorney, Public Defender, Judges and Probation;

Coordinates services with local Human Service Providers, YWCA, RESTORE, UConnectCare, and Horizon.

Promotes a balanced and restorative justice philosophy focusing on victim advocacy, offender accountability and developing justice partnerships with the community at-large;

Researches and develops new justice initiatives to assist in enhancing the Justice System and the sentencing judgments of the judiciary;

Contributes in a caring and constructive manner to the victim of crime through direct advocacy, the Genesee County Criminal Justice Advisory Council and the New York State Crime Victims Board;

Focuses the program's criminal justice activities on reducing the jail population through Release Under Supervision, ATI, Community Corrections and victim minded sentencing;

Performs required, state-mandate case management duties within the office;

Accounts for all finances received from the Federal, State, County and private agency grantees or governmental agencies;

Prepares financial, statistical, quarterly and narrative reports as required by Federal, State and private agency funding sources, the County Legislature, local courts and the Criminal Justice Advisory Council;

CONTINUED.....

GENESEE JUSTICE PROGRAM COORDINATOR (HELP Program)

Page 2

Prepares monthly objectives and assists in developing grant goals, performance measures and targets;
Acts as office liaison with the judges of Genesee County, the District Attorney, Probation Office, Police Agencies, Public Defender, Criminal Justice Advisory Council and Genesee County Victim Support Groups;
Represents the Sheriff's Office at County Legislative meetings, Magistrates Association meetings, and meetings with other various community groups regarding Genesee Justice activities, disseminating information and maintaining effective relationships with community groups. This may require occasional evening and Saturday morning attendance;
Participates in a variety of Human Service meetings and work groups, to include YWCA Domestic Violence Taskforce, the Elder Abuse Multi Disciplinary team, UConnectCare workgroups, Genesee County Interagency, Western NY Crime Victims' Coalition, OVS conferences and Webinars, etc.;
Participates in Division of Criminal Justice Services and Public Service workgroups, trainings and conferences;
Continues to design and develop relevant grants and requests for funding proposals in support of Genesee Justice Programs;
Sits as Chairperson for Genesee County's National Crime Victims' Rights Week planning committee;
Responds to requests from the media and forwards necessary reports, as well as addresses special requests from members of the public responding with appropriate documentation;
Prepares and oversees the annual Genesee Justice budget and specific grant budgets;
Evaluates staff training needs and coordinates special training programs;
Provides back-up case management for the Release Under Supervision Case Manager in any absences;
Interviews clients, performs risk assessments and provides the information to the courts, District Attorney, defense counsel, etc. Additionally, maintains a direct caseload of RUS cases that are more complex or high profile;
Provides direct oversight of court ordered Community Service and DWI Conditional Discharge Program cases, provides assistance and guidance needed to case monitors, assists with interviewing Clients, makes appropriate referrals to community agencies based upon clients' needs, monitors offender clients' progress and ensure compliance with the various program terms;
Reviews and corrects written documents sent to courts including violation reports, court memorandums;
Works directly with the Courts on complex issues and provides guidance and direction on program requirements as necessary;
Provides intensive direct victim services to victims of violent and non-violent crimes, to include physical and sexual assault and domestic violence, including Case Management and emotional support;
Attends court appearances, files compensation claims, assists with restitution claims, assists with preparation of Victim Impact statements and provides follow-up including case status, making referrals, answering questions and providing court preparation for victims testifying at Grand Jury or trial, all activities and contacts are documented and tracked in accordance with grant requirements.
Directs, reviews, and oversees the scheduling and work assignments of Genesee Justice staff;
May delegate work and take corrective action as needed;

CONTINUED.....

GENESEE JUSTICE PROGRAM COORDINATOR (HELP Program)

Page 3

Evaluates the performance of Genesee Justice Staff and makes reports to the Sheriff and Human Resources;
Administers terms and conditions of employment as contained in the Collective Bargaining Agreement covering assigned subordinates;
Supervises the maintenance of records related to the Genesee Justice Programs;
Establishes and implements policies and procedures for Genesee Justice staff;
Manages liability exposure;
Is responsible for keeping the Sheriff and Undersheriff informed on all matters related to Genesee Justice operations;
Accomplishes related work and responds to special requests of the Sheriff and Undersheriff.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:

Thorough knowledge of the following: operations of the Criminal Justice System; restorative justice practices and principals; the operations of the Genesee Justice Programs and its responsibilities under grant requirements; community agencies, facilities and services that can be utilized as Alternative to Incarceration and Victim Assistance. Candidate must have good knowledge of public relations; ability to plan and supervise others; prepare and maintain accurate records and reports; perform with a multiple of diverging demands and a sensitivity to others being served; write legibility and to communicate clearly with others; understand and carry out oral and written instructions; grant writing ability and supervision of federal, state, private and municipal grants; conduct outreach activities with local communities and judges; initiate collaborative efforts with other criminal justice and support service agencies, victim coalitions and multi-disciplinary teams; good organizational and public speaking skills; ability to plan and direct the work of others; emotional maturity; good powers of observation; good discretion and judgment; take initiative; be resourceful and dependable.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

When performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hand to finger; handle or feel objects, tools or controls, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception and low-light conditions. The employee may occasionally lift and/or move up to 10 pounds.

The noise level in the work environment is usually moderately quiet.

CONTINUED.....

GENESEE JUSTICE PROGRAM COORDINATOR (HELP Program)

Page 3

MINIMUM QUALIFICATIONS:

Possession of a Bachelor's Degree in Criminal Justice, Human Services, Psychology, Social Work, Education, or a related field, **AND** three (3) years of full-time paid experience in a criminal justice agency, or other agency, whose duties shall have involved counseling, case management, and/or victim advocacy.

SPECIAL REQUIREMENT FOR CURRENT GENESEE COUNTY EMPLOYEES ONLY:

Must successfully complete a Genesee County approved Supervisory Certification Program upon availability.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of a valid New York State driver's license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

PART-TIME, PAID EXPERIENCE WILL BE PRO-RATED AS APPROPRIATE

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Non-Competitive
Adopted 11/1/24
Revised 3/28/2025