

**Catholic Charities
of Delaware, Otsego, and Schoharie
Counties
is seeking a Full-Time
CRIME VICTIM CASE MANAGER
(35 hours per week)
in the Crime Victim Program.**

The case manager will be responsible for providing crime victims with information about the New York State Office of Victim Services compensation benefits, and provide assistance with completing the application. The case manager will coordinate documentation, interact with court systems and law enforcement agencies, provide accompaniment and advocacy for appointments related to the crime, and make appropriate referrals for other services where warranted. The candidate will also improve the program visibility in a rural community by implementing strategic plan goals. Ability to maintain confidentiality and professionalism, as well as strong organization, decision-making, and interpersonal skills is essential.

Candidate must hold a valid NYS driver's license. Required qualifications are an Associate's degree in human services, criminal justice, or related field and a minimum two years' experience in human services. Bachelor's degree preferred. This position includes on call responsibilities on a rotating basis.

Submit resumé and cover letter by Friday April 27, 2018. Email to angelas@catholiccharitiessc.org or mail to Angela Smith, 489 West Main Street, Cobleskill, NY

Catholic Charities is an EOE, offering competitive wages and benefits in a non-profit human service setting.