

F/T - Sex Offender Management Program (Ronkonkoma)

Compensation: Salaried

Employment Type: Full-Time

Non-Profit Organization

The Crime Victim's Center (Parents for Megan's Law), a Long Island not-for-profit organization is seeking a retired law enforcement professional to manage the Sex Offender Management -- Verification and Community Support Program. **You must have strong writing and administrative skills.**

Candidates must have a minimum of 20 years law enforcement experience, management experience, statistical reporting experience, experience working with the community and with building law enforcement collaborations. You will also work closely with local, state and federal law enforcement and local Town Public Safety Departments.

Candidate will be subjected to a rigorous background check. Public speaking is required and you must be comfortable with PowerPoint. The candidate will interact with the community, crime victims and all levels of law enforcement, prosecution, registered sex offenders and offender supervisory agencies on sex offender management issues.

Strong administrative, management, research, computer software (Excel, Word, Accurint) and interpersonal skills and the ability to write concise and accurate reports is essential. Preference will be given to candidates who have internal affairs experience and documented investigative, computer crime or sex offender management experience.

Email your resume to KenR@parentsformeganslaw.org in Microsoft Word format. You must name your resume file using your last name, ie. if your last name is Smith, then your resume file should be named "Smithresume.doc" Enter "SOM Program" in the subject area of your email. Please include salary requirements. Positions do not require a 211 waiver.

RESUMES THAT ARE NOT IN WORD FORMATS WILL NOT BE CONSIDERED NOR WILL RESUMES FAXED OR EMAILED TO THE AGENCY.

If you have submitted your resume in the past, please resubmit it for consideration.

All applicants will be considered for positions without regard to race, color, creed, religion, sex, national origin, ancestry, age, disability, genetic disposition, family care status, carrier status, marital status, veteran status, sexual orientation, or other legally protected status.

All qualified applicants must undergo a mandatory drug and alcohol screening, a full background check, education verification, professional reference checks, an e-verify check and a sex offender registry verification.

Job Type: Full-time

Prevention Education Coordinator

Compensation: Salaried - Commensurate with Qualifications and Experience

Employment Type: Full-Time

Non-Profit Organization

POSITION: The Prevention Education Coordinator at the Crime Victims Center, Inc. is a key representative of our agency who is a relationship builder and wants to help affect positive change in the lives of others.

REQUIREMENTS:

- Bachelor's degree required.
- Public Speaking Experience REQUIRED. You must have a minimum of 1 year experience presenting information to an audience, e.g. a workshop or presentation.
- Strong communication and organizational skills, detailed orientated and passionate about preventing child and adult sexual assault. - Ability to work closely with Long Island public and private school districts and college staff, PTA's, community and government organizations and the general public to promote, coordinate, and present child and adult prevention education programs with our education staff.
- Ability to present educational programs to adults and children.- Ability to reach out and interact with public and private schools, PTA's and/or community organizations.- Participation in community education and outreach events.- Professional telephone etiquette that includes building and maintaining professional relationships.
- Public speaking experience desired as you will be attending meetings to encourage the scheduling of our programs and you will be presenting our programs.
- Sales experience a PLUS as you will be encouraging schools and community organizations to schedule our programs.
- Candidate will also assist in training new educators.
- Goal oriented individual who excels at meeting objectives.- Excellent written and verbal communication skills.
- Excel, Word and PowerPoint skills (creating and editing).
- Must have a valid NYS drivers license and a car to be available to travel in Suffolk County. (Gas included in salary)

- Available for occasional evening and weekend meetings.

VERIFICATION OF YOUR CREDENTIALS:

- All qualified applicants must undergo drug and alcohol testing, a full background check, educational verification, professional reference checks, an e-verify check and a sex offender registry verification.

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PLEASE SEND YOUR RESUME IN WORD or PDF FORMAT

Job Type: Full-time

Qualification Questions

You have requested that Indeed ask candidates the following questions:

- How many years of Public Speaking experience do you have?
- Do you have the following license or certification: NYS Drivers License?
- Are you willing to undergo a background check, in accordance with local law/regulations?

- PROGRAM:** Sex Offender Tracking (SOT) & Community Support Program
- JOB TITLE:** Registry Verification Representative (RVR)
- REPORTS TO:** SOT Program Manager, Grant Administrator, Executive Director, Board of Directors
- INTERFACES WITH:** All Agency Programs, the Community and Criminal Justice Professionals
- GOALS & OBJECTIVES:**

Provide a high level of professional community support on Megan's Law and sex offender management issues. Ensure sex offender registration information which is made available to the public is accurate and up-to-date. Provide support services to crime victims and their non-offending family members who contact the agency seeking services. Interact with Helpline callers in a manner consistent with the agency mission, ensuring that callers are educated about crime victim services, sexual abuse and rape prevention, Megan's Law and responsible use of information. Collaborate with local, state and federal law enforcement. Through program initiatives, increase sex offender registration compliance and ensure accuracy of the sex offender registry. Provide professional support to advocacy programs on criminal justice issues. Represent agency and mission operations appropriately at task force, committee and community meetings. Increase law enforcement's knowledge and response to victims of violent crime through coordination of in house and law enforcement/cross-training as assigned. Complete all tasks and projects as assigned by the Program Manager, Grant Administrator and Executive Director.

RESPONSIBILITIES:

Answer Megan's Law Helpline and 24 Hour Megan's Law Hotline

- Provide information and support to all callers and link appropriate agency service providers such as SORT, crime victim support services, email alert services and prevention education services.
- Assist Megan's Law callers by providing information accessing sex offender registry sources and educate about the responsible use of information. In addition, provide resource information regarding sexual abuse of rape prevention when appropriate.

When assigned record and evaluate tips from agency SORT portals including but not limited to: the Megan's Law Helpline, Megan's Law Hotline, email and website.

- Research and verify information received from SORT tips and refer to law enforcement and or appropriate agency for follow-up. Track and report on case assignments through final disposition.
- Evaluate, compare and contrast data received from initial data scrub and bi-monthly proactive monitoring results. Report inconsistencies in sex offender reported registration information to appropriate law enforcement or other government agency.
- Provide support as required or requested to SOT SORT Analysts and Program Registry Verification Field Representatives (RVR's) conducting sex offender address verifications.

- Maintain up-to-date case records and comply with agency record keeping and data collection standards. Be capable of performing completed staff work as required.

Verification of Reported Registered Sex Offender Addresses:

- Obtain planned address verification route from Program Manager or his designee.
- Record address verification results after each in-person verification as well as prepare and submit required reports as part of completed investigative jacket.

ADDITIONAL AGENCY RESPONSIBILITIES:

Advocacy Program:

Support crime victim advocates and clients on matters related to victim services and collaborate with appropriate law enforcement agency as required.

Reporting:

Provide program performance reports: weekly, quarterly, monthly and annually or as directed by the Program Manager.

Agency:

Represent agency at meetings, conferences and trainings as assigned.

Assist in training new employees.

Participate on a volunteer basis in agency fundraising events.

Perform additional duties as directed by the Program Manager, Grant Administrator, Executive Director and Board of Directors.

QUALIFICATIONS:

Retired law enforcement professional with investigative and community related experience. Any rights or privileges afforded as a result of their law enforcement service will be recognized by the agency. Excellent research and interpersonal skills needed. Analytical, detail oriented and highly organized. The applicant must be proficient in preparing investigative case work and possess excellent report writing skills. Experience with Microsoft Word, Excel as well as general computer knowledge is required.

Prevention Educator – Per/Diem (Suffolk and Nassau Counties)

Compensation: Commensurate

Employment Type: Part-Time

Non-Profit Organization

The Crime Victims Center, Inc. d/b/a Parents for Megan's Law is a not-for-profit organization dedicated to the prevention and treatment of child and adult sexual assault and the provision of support services to all victims of violent crime. If you have confidence and a desire to present educational programs and want to help affect significant changes in people's lives, then this position is for you. We are seeking a per diem prevention educator who has public speaking experience. The educator presents child sexual abuse prevention and adult prevention education programs in Long Island public and private schools and community organizations. You must have strong communication skills and passion about preventing child and adult sexual assault. Experience presenting educational programs to adults and children is desirable and you must be available to travel in Suffolk and Nassau County for presentations.

SUMMARY OF MINIMUM REQUIREMENTS: Bachelor's Degree, Public Speaking Experience, PowerPoint Expertise, high level of professionalism, willingness to travel, passion for child sexual abuse and rape prevention education.

E-mail your resume in Microsoft Word or PDF format to:

Employment@parentformeganslaw.org. No other files will be considered.

IMPORTANT: When submitting your resume, please name your Word or PDF document using your last name first followed by your first name. For example, if your name is Jane Jones, name your document, JonesJane.doc. Write " Prevention Educator - Per/Diem " in your email subject line. If you want your resume to go to the top of the pile, here's a hint: A paid resume writer will not traditionally provide the level of detail we want to see for each of your prior positions.

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