

**KINGS COUNTY DISTRICT ATTORNEY**

**DIRECTOR OF ELDER ABUSE PROGRAM SERVICES (KINGS DA)**

**General Statement of Duties and Responsibilities**

This is a management class of positions.

Under executive direction, with broad scope for the exercise of independent initiative, judgment, and decision-making, is responsible for the Office's overall development, management, and operation, both clinically and administratively, of the social service strategies of the Kings District Attorney's Office's Elder Abuse Program within our Victim Services department. Performs related high-level policy and managerial work. May direct and supervise staff and units performing functions related to the Office's Elder Abuse Program, consult on areas of expertise, or perform related work.

**Examples of Typical Tasks**

Manages the operation of the Office's Elder Abuse Program to address the problems of elder abuse and crimes of financial exploitation targeting the elderly.

Oversees staff providing specialized, direct services to elderly victims of crime in Kings County, including assistance with emergency entitlements, emergency shelter, counseling services, safety planning, hospital and/or home visits, referrals, and advocacy with financial institutions, government agencies, non-profit agencies, and the courts.

Works in conjunction with assigned District Attorneys and Rackets Investigators in ongoing confidential investigations and prosecutions.

Advises agency officials regarding policy development and implementation in the area of elder abuse services.

Conducts public outreach and education efforts in the area of elder abuse services.

Serves as the District Attorney's representative at crime victims task force meetings with fellow government offices and not-for-profit service providers in this area.

Represents the District Attorney through attendance at meetings, hearings, or other events and may present on Office programs on his behalf.

KINGS COUNTY DISTRICT ATTORNEY

**DIRECTOR OF ELDER ABUSE PROGRAM SERVICE (KINGS DA)** (continued)

**Qualification Requirements**

1. A Master's degree in Social Work, Counseling, or a related field from an accredited college or university and at least 5 years of full-time managerial experience in Social Work or Counseling, Business or Public Administration, or a related field, including two (2) years in Criminal Justice or a related field.
2. Education and/or experience equivalent to "1" above.

**Direct Lines of Promotion**

**None.** This class of positions is classified in the Non-Competitive class.