

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

**General Statement of Duties and Responsibilities**

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 Queens District Attorney's Office's Elder Abuse Services Program. Performs related high level policy and managerial work. May direct and supervise staff and units performing functions related to Office's Elder Abuse Services program, consult on areas of expertise, or perform related work.

**Examples of Typical Tasks**

Manages operation of the Office's Elder Abuse Services 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 Queens 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 attorneys and District Attorney 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.

**DIRECTOR OF ELDER ABUSE PROGRAM SERVICES (QUEENS 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 are in the Non-Competitive Class.