

Job Title

Bilingual Child Victim Advocate

Reports To

The Bilingual Child Victim Advocate will report to the White Plains Site Supervisor

Job Overview

The Bilingual Child Victim Advocate works closely with Child Protective Services to provide direct services to victims of crime under the guidelines of the VAS/MDT and DSS. Provide general victim advocacy/counseling; court accompaniment and filing victim compensation claims, including documentation, data collection and reporting; ensuring community awareness of and access to services and comprehensive care of victim-survivors. Provide in-person advocacy to children and families at the Child Advocacy Center, as well as conduct home-visits as needed with Child Protective Services. Hours are 9am-5pm but are also flexible depending on late afternoon cases. Any hours worked "over time" will be compensated with time off. (Late start or early departure)

Responsibilities and Duties

- Provide OVS information, emergency awards and assistance to all victims of crime.
- Provide in-person & phone counseling to primary and secondary victims of crime throughout Westchester County.
- Provide follow-up and information/referrals regarding local resources as well as provide advocacy to clients in person and through phone contacts throughout Westchester County.
- Court accompaniment/advocacy for Order Of Protection, Criminal Trials, Criminal Sentencing throughout Westchester County.
- Law Enforcement/ District Attorney agency accompaniment throughout Westchester County.
- Child Advocacy Center accompaniment.
- Provide all other crime victim services as needed.
- Produce monthly reports as required by the agency and funders.
- Attend monthly staff meetings, case reviews and other trainings.
- Participate in home visits with CPS staff.
- Work with supervisor on professional development on an on-going basis.

Qualifications

- BA/BS Preferred (Social Services, Criminal Justice, Counseling, etc)
- Direct service experience
- Must have strong knowledge of MS Office (including strong excel skills) and G-Suite (Google Drive and Google applications)
- Excellent writing skills, public speaking skills and presentation skills.
- Impeccable organizational skills.
- Driver's license and car required (for client accompaniment and agency meetings)
- Highly motivated and self-starter.
- **Fluent in Spanish required.**

To apply: Send a cover letter and resume Maria Alexander, MS - White Plains Site Supervisor
(malexander@westcop.org)