



Job Title

Bilingual Victim Advocate

Reports To

The Bilingual Victim Advocate will report to the Site Supervisor.

Job Overview

The Bilingual Victim Advocate provides direct services to victims of crime. 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. Services will be provided at a VAS office or other partner offices.

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
- Provide follow-up and information/referrals regarding local resources as well as provide advocacy to clients in person and through phone contacts.
- Court/Law Enforcement/DA/Social Service Agency/Hospital accompaniment/advocacy.
- Provide all other crime victim services as needed.
- Produce monthly reports as required by the agency and funders.
- Work with supervisor on professional development on an on-going basis.

Qualifications

- BA/BS Preferred (Social Services, Criminal Justice, Counseling, etc)
- 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 to Desiree Alston, Peekskill Site Supervisor (dalston@westcop.org)