

Job Title

Bilingual Legal Advocate/Victim Advocate

Reports To

The Advocate will report to the Mount Vernon Site Supervisor

Job Overview

The Legal Advocate works closely with Legal Services Of The Hudson Valley and the Mount Vernon community to provide 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. This position requires the advocate to have office hours in our Elmsford site.

Responsibilities and Duties

- Provide OVS information, emergency awards and assistance to all innocent victims of crime.
- Provide In-person & phone counseling to primary and secondary innocent 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 accompaniment/advocacy.
- Provide all other crime victim services as needed.
- Produce monthly reports as required by the agency and funders.

Qualifications

- BA 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 a must)
- 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.
- Spanish speaking

To apply: Send a cover letter and resume to Mark Cardona. Assistant Director Of Administration
(Mcardona@westcop.org)