

## **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)