

**Job Title**

Bilingual DJCS Program Advocate

**Reports To**

The Bilingual DCJS Program Advocate will report to the Survivor Response Program Manager.

**Job Overview**

The position will oversee the functions and coverage of our Spanish 24/7 Helpline and Hospital Advocacy services to ensure thorough follow up for clients as well as coordinate our volunteers who will assist in the functions of our services. They will also ensure that our services are accessible for people with disabilities, the hard of hearing and Spanish Speaking communities.

**Responsibilities and Duties**

- Recruit, train and supervise volunteers for both the helpline and hospital advocacy services.
- Facilitate meetings and conduct training with volunteers on a monthly basis.
- Uphold best practices in serving survivors of sexual violence as per NYS DOH guidelines.
- Participate in ongoing training to ensure the best victim center response for victims of crimes.
- Plan special projects and annual work plans.
- Conduct community outreach to inform the community about VAS services.
- Assist with professional trainings in regard to VAS services, sexual violence and trauma informed care for other services providers, law enforcement, college and universities and other community agencies.
- Attend community events, monthly meetings, quarterly task force meetings and annual conferences.
- Provides crisis intervention, safety planning, and information/referrals to victims of crime, advocates for clients in various systems, accompanies to hospital and CAC and file OVS applications.
- Provide grant reports on a monthly, quarterly and annual basis as required by the agency and funders.
- Partner and collaborate with community agencies and programs that service people with disabilities, the hard of hearing and Spanish Speaking communities.

**Qualifications**

- BA/BS Preferred (Social Services, Criminal Justice, Counseling, etc)
- Must be able to speak, write and read Spanish proficiently.
- Must have strong knowledge of MS Office (including strong excel skills) and G-Suite (Google Drive and Google applications)
- Excellent writing, public speaking and presentation skills.
- Highly motivated and self-starter with a strong commitment to advocating for the rights of victims of crime.
- Driver's license and car required (for client accompaniment and agency meetings)

To apply: Send a cover letter and resume to Clarissa Espinoza, MS Assistant Director of Programs.  
(cespinoza@westcop.org)