

VICTIM ADVOCATE (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This is paraprofessional work with responsibility for providing support and assistance to child victims of crime and their non-offending family members. Work is performed under direct supervision of the Child Advocacy Center (CAC) Program Coordinator, with leeway allowed for the exercise of independent judgment in routine matters. Supervision is not a requirement of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides individual and group support services to child victims of crime and their non-offending family members;  
Provides crisis intervention and short-term counseling;  
Assesses victim needs and makes appropriate referrals;  
Advocates for victims, ensuring their needs are addressed within the community and criminal justice systems;  
Provides assistance for victims in completing compensation claims and CVB affidavits;  
Provides assistance and information on shelters, restraining orders, availability of counseling and explanation of court process;  
Confers with attorneys, law enforcement and Child Protective Services on the issues affecting a victim's ability and willingness to cooperate with the investigation and prosecution;  
Accompanies law enforcement and Child Protective Services on home visits;  
Participates in CAC multidisciplinary monthly case review meetings;  
Provides transportation and accompaniment to forensic medical evaluations, court, police and District Attorney's Office;  
Provides follow-up and outreach through phone and home visits;  
Maintains appropriate case documentation and statistics;  
Organizes and presents seminars on victimization with emphasis on family violence prevention;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Good knowledge of Family and Criminal Court procedures; good knowledge of laws and regulations pertaining to the rights of victims; good knowledge of policies and procedures of the Child Advocacy Center; good knowledge of policies and

procedures of Child Protective Services; good knowledge of the dynamics associated with child abuse and domestic violence; good knowledge of community resources and ability to make appropriate referrals; skill in public speaking; ability to deal with people in sensitive and traumatic situations; ability to facilitate support group sessions; ability to establish effective working relationships with clients and professionals; ability to work independently; ability to speak Spanish and English fluently; tact; emotional maturity; good judgment.

MINIMUM QUALIFICATIONS:

- a) Associate's Degree in Criminal Justice or a Human Services field, and 2 years of experience in the fields of child abuse, domestic violence, or related fields;
- b) Associate's Degree and 3 years of experience in the fields of child abuse, domestic violence, or related fields;
- c) Graduation from high school or possession of a comparable diploma and 5 years of experience in the fields of child abuse, domestic violence, or related fields;
- d) An equivalent combination of education and experience as described in a), b) and c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENTS:

- 1. Candidates must be fluent in understanding, speaking, reading, writing and translating Spanish.
- 2. Access to transportation is required to perform field work responsibilities in a timely and efficient manner.