

Victims Compensation Advocate

****Bi-lingual preferred****

Description:

Full time position working with victims, significant others, and witnesses of crime in the Lehigh County Court System. This position is a 40 hour position, based out of our office in Lehigh County Courthouse. The Advocate will serve as a liaison within the justice system, advocates on behalf of clients with various systems including law enforcement, health care, and social services. Other duties include providing court accompaniment and support to clients at all levels of legal system, provides notification and case status updates to victims, and provides information and referrals to victims. Advocates are also required to maintain accurate statistical data, as well as maintain and update documentation and records associated with clients.

Qualifications:

- Bachelor's degree in human service related field required.
- Experience, specific education, or training in the field is necessary
- Able to advocate on behalf of victims and victims' rights
- Exhibits compassion and an understanding of the impacts of violence on individuals
- Has necessary skills to provide clients with crisis intervention and support
- Demonstrates the flexibility and quick adaptability necessary to work in a fast-paced environment
- Possesses proficient written and oral communication skills required to maintain collaborative relationships with other professionals from various systems
- Capable of working independently and in a team setting
- Ability to meet requirements necessary to provide on-call coverage of 24-hour hotline. Such provisions include:
 - Telephone access
 - Reliable Transportation
 - When accompaniment is requested, must be within one hour of travel time to all hospitals and/or police stations within Lehigh and Northampton Counties

What We Offer You:

- Excellent Benefits- Health, Dental, Life and LTD insurance (1st of the month after 60 days employment)
- Generous vacation, sick and personal time off
- 12 major holidays paid
- Paid hour break
- 403B Plan Enrollment and Employer Contribution after 1 year of full-time employment

Successful applicants must be able to provide current PA State Police Criminal Clearance, FBI Criminal Clearance/Fingerprinting, and Child Abuse History Clearance.

No phone calls please.

****RESUMES WITHOUT A COVER LETTER WILL NOT BE CONSIDERED****

Job Type: Full-time