

**POSITION:** VICTIM ADVOCATE

*Non-Exempt*

**REQUIREMENTS:** BA IN HUMAN SERVICE-RELATED FIELD REQUIRED

**KNOWLEDGE AND EXPERIENCE:** Position requires demonstrated ability to provide support services for victims of violent crime. Experience, specific education, or training related to the field is necessary.

<b>JOB RESPONSIBILITIES</b>	<b>PERFORMANCE STANDARDS</b>
<b>1.</b> Works cooperatively with the Lead Victim Advocate and the Director of Victim Services in the Daily operation and provision of services.	<b>a.</b> Advocates on behalf of victims in various systems including criminal justice, health care, law enforcement, social services, etc. <b>b.</b> Maintains contact with other local, state and national agencies together and share information. <b>c.</b> Reviews local newspapers and contact potential clients to offer support and services. <b>d.</b> Contacts local law enforcement agencies and district justices on a regular basis for potential clients. <b>e.</b> Provides court accompaniment for victims at all levels. <b>f.</b> Positively represents CVC in the community on coalitions and task forces. <b>g.</b> Provides individual supportive counseling. <b>h.</b> Provides facilitation/ co-facilitation of support groups related to client needs. <b>i.</b> Completes initial intake forms and updates progress notes for clients served on a monthly basis and submits paperwork in a timely manner. <b>j.</b> Assists victims in filing for PA compensation.
<b>2.</b> Maintains 24-hour hotline coverage.	<b>a.</b> Provides hotline coverage whenever other staff or volunteers are not available.
<b>3.</b> Participates in the recognition and volunteer appreciation of CVC volunteer activities.	<b>a.</b> Attends and participates in recognition events and activities.
<b>4.</b> Participates in agency special events and activities.	

5. Other duties as assigned.

**OTHER REQUIREMENTS**

Successful completion of sexual assault counselor training and any training offered by the agency. Successful screening by Childline, FBI, and the PA State Police for child abuse. Must have valid PA State driver's license, automobile insurance and a vehicle.

**REPORTS TO:** Director of Victim Services

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Employee Signature