

## **Job description**

Crime Victims Council of the Lehigh Valley is a non-profit organization that provides confidential services at no-cost to individuals impacted by violence. Services include counseling, hospital, police, and court accompaniment, 24-hour hotline, and community education and prevention programs.

### **POSITION: Victim/Witness Advocate - Bilingual preferred**

#### **Description:**

Full time position working with victims, significant others, and witnesses of crime in the Lehigh County Court Systems. This position is a 40 hour position, based out of our office in Lehigh County Courthouse. The Victim/Witness Advocate will serve as a liaison within the adult and juvenile criminal justice system. In addition, this role will advocate on behalf of clients within 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, notification and case status updates to victims, and information and referrals to victims. Advocates are also required to maintain accurate statistical data, as well as maintain and update documentation associated with clients.

#### **Qualifications:**

- Bachelor's degree in human service related field required
- Demonstrated ability to provide support services to victims of crime
- Basic knowledge of the criminal justice system
- Able to advocate on behalf of victims and victims' rights
- Bilingual in English and Spanish preferred
- Exhibits compassion and an understanding of the impacts of violence on individuals
- Demonstrates cultural humility, an understanding of systems of oppression, and a commitment to personal growth in skills and attitudes that promote equality and inclusion
- Demonstrated ability to create and maintain collaborative relationships with coworkers, key stakeholders, and outside entities
- Successful completion of the sexual assault counselor training provided by CVC
- Must be able to provide FBI Criminal Clearance, PA State Police Criminal Clearance, and Child Abuse History Clearance
- Valid driver's license and working vehicle required

#### **Responsibilities:**

- Provides court accompaniment for victims at all levels

- Advocates on behalf of victims in various systems including juvenile justice, health care, law enforcement, social services, etc.
- Acts as a liaison between victims and the District Attorney and Juvenile Probation offices to provide clients with case status information, including disposition, review hearings & transfer hearings
- Develops and maintains a positive working relationship with local counties DA and Juvenile Probation offices
- Provides victims with information and support on opportunities for restorative justice, prior comment, and victim impact statements
- Provides victims with support and advocacy for property return and restitution
- Participates in on-going services to clients such as crisis intervention, hospital, police, and court accompaniment, and advocacy services
- Submits weekly and monthly grant and data tracking documentation to the Supervisor of Victim Services
- Helps to maintain 24-hour hotline coverage, including one full business day a month of on call duties
- Contributes with intention to a positive and supportive agency culture based on care, trust, and our shared values
- Assists and participates in agency events and activities
- Other duties as assigned

**What We Offer You:**

- Competitive salary
- 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.\*

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

**Job Type:** Full-time

Pay: \$38,000.00 per year