



**OFFICE OF THE DISTRICT ATTORNEY
RICHMOND COUNTY
JOB VACANCY NOTICE**

TITLE COMMUNITY ASSOCIATE (1 POSITION)	SALARY \$35,683-\$59,385
BUREAU SPECIAL VICTIMS BUREAU	LOCATION 130 STUYVESANT PLACE

JOB DESCRIPTION:

Under the direction of the Victim's Advocate Supervisor, the Victim Advocate will perform the following functions:

- Provide information to victims regarding the criminal justice process.
- Manage a personal caseload of crime victims needing assistance.
- Provide victim services and advocacy that includes, but is not limited to: establishing and maintaining contact with crime victims; providing appropriate referrals for counselling, mental health, alcohol/substance abuse treatment, shelter, education, and civil legal assistance.
- Assist victims in submitting OVS applications for crime victim assistance.
- Attend hearings and other court proceedings with victim.
- Assist victims in writing Victim Impact Statements for presentation in court at sentencing.
- Serve as a liaison between the NYPD and the Office.
- Other responsibilities as assigned.

PREFERRED SKILLS

- Minimum bachelor's degree in social work, psychology, victim advocacy, or a closely related field.
- Thorough knowledge of: Crime victim advocacy, criminal justice system procedures and methods; post-traumatic crisis intervention; recordkeeping techniques.
- Experience in program evaluation, conducting needs assessments, developing and enhancing community collaborations.
- Ability to handle and resolve emergency situations, assist victims in trauma either in person or over the phone while maintaining composure.
- Strong analytical, interpersonal, problem-solving, oral and written communications skills.

QUALIFICATION REQUIREMENTS:

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

TO APPLY FOR THIS POSITION:

Please submit cover letter/resume electronically using one of the following methods:

CITY EMPLOYEES: Apply through Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID #: **272786**

ALL OTHER APPLICANTS: Go to www.nyc.gov/careers/search. Search for Job ID#: **272786**

Only applicants scheduled for interviews will be contacted. Submission of application does not guarantee that you will receive an interview.

The Richmond County District Attorney's Office is an Equal Opportunity Employer.

Dated November 21, 2016	Post Until December 5, 2016	Transmittal Number 905-17-031
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