



NYC Job Posting ID #580775

*POSITION AVAILABLE*

**VICTIM ADVOCATE**  
**Victim Service Unit**

**RICHMOND COUNTY DISTRICT ATTORNEY**

The men and women of the Richmond County District Attorney's office work each day in partnership with Law Enforcement and the people of Staten Island to pursue justice for victims of crime, to prevent crime in all its forms, and to promote the safety and well-being of all citizens of our Borough.

**VICTIM SERVICE UNIT**

For those who have been victimized by crime, the criminal justice system can at times feel harsh and unwelcoming. Our Victim Services Unit helps victims through their case by connecting them to resources, providing a safe space and most of all being there when they need it most.

**THE ROLE**

Under the direction of the Victim 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 counseling, 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.

**MINIMUM 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.

## **PREFERRED SKILLS**

- Master's or bachelor's degree in social work, psychology, victim advocacy, or a closely related field; supplemented by 3-5 years of experience in social work, counseling, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.
- 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.
- Ability to foster good working relationship within the community and with external community-based agencies.

CIVIL SERVICE TITLE: **Community Associate**

SALARY RANGE: **\$52,000 – \$65,000**, Commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: Until filled

## **TO APPLY: ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE NYC JOBS WEBSITE**

City Employees – Click [here](#) and log in to ESS.

Non-City Employees – Go to <https://a127-jobs.nyc.gov/>

- Search for job ID number: 580775
- Click on the job business title: **Victim Advocate**
- Click on “Apply Now” at the bottom of the posting

Please be advised only candidates under consideration will be contacted.

The candidate selected for this position must be a resident of the City of New York or become a resident within 90 days of appointment.

Authorization to work in the United States is required for this position.

Sponsorship is not available for this position.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.