

Special Victim Advocate Job Description

Work Hours	Office Business Hours. 37.5 hours per week
Salary	TBD (\$28,275 - \$34,000 annual salary range) Position eligible for county benefits package

Purpose of Position:

The purpose of the Special Victim Advocate is to provide service to all victims of crime, with a special focus on crime victims and families of crime victims related to child physical and sexual abuse, elder abuse or exploitation, domestic violence and persons with cognitive or developmental delays, in Pike County by providing direct services to crime victims.

Qualifications

The position requires excellent interpersonal skills that will allow the candidate to interact with victims and members of other outside agencies and personnel in the District Attorney's Office. A qualified candidate will demonstrate a high level of discretion, professionalism and ability to work in a collaborative environment.

A highly qualified candidate will have experience working with vulnerable populations or experience working in the criminal justice system.

The person assigned to this position shall maintain a proficiency in typing skills, a working knowledge of word processing and spreadsheet software and the various computer programs in use by the office.

The candidate who possesses current criminal and child abuse clearances is preferred. All candidates must possess clearances prior to date of hire and a valid Pennsylvania driver's license.

Duties and Responsibilities

- Adhere to the Pike County Special Victim Advocate Program Core Standards when providing services to victims of crime in Pike County helping to they receive prompt and supportive services that are tailored to the victim's individual needs.
- Maintain and manage a resource library of appropriate materials and contacts for victims to access for services to assist in healing from their victimization.
- Provide information to child abuse victims and families regarding Dickson House - Children's Advocacy Center, in particular the forensic interview and medical evaluation.
- Provide transportation to Dickson House Children's Advocacy Center or alternate CAC for the child and non-offending care giver and maintain records related to travel.
- Attend the scheduled appointments to the Children's Advocacy Center and provide in-person support to victims and non-offending caregivers.
- Provide information to members of the Multi-Disciplinary Investigative Team regarding the needs of victims and their non-offending caregivers at the time of CAC services and during the MDIT case review.
- Determine what services are required by the victim as a result of their victimization make and assist with referrals to the appropriate services.
- Conduct follow up inquiry with victim or non-offending family member regarding their victimization.

- Provide information regarding the Crime Victim's Compensation Program and assist victims with completing claims and enter in DAVE system.
- Serve as Special Victim Advocate representative on various community and system based boards that will help improve the services to victims of crime in Pike County.
- Respond to inquiry calls, including emergency response from special victim population, law enforcement, children and youth services personnel, area agency on aging personnel.
- Provide information regarding PA SAVIN, County Release Notification Program.
- Maintains all client information in existing database, maintains documentation for case tracking and accreditation by the National Children's Alliance.
- Maintain knowledge of all PCCD/VOCA grant requirements and comply with all reporting requirements.
- Under direction of District Attorney and Director of CAC Services, assess, evaluate, and continuously improve Victim Services support programs such as intake, direct support, follow-up contact, court support, and referrals.
- Attend required ongoing training sessions and meetings and participate in supervision and professional development.
- Perform other duties as assigned by the District Attorney and Director of CAC Services.

This position is grant funded.