

**CATHOLIC CHARITIES OF CHEMUNG/SCHUYLER
POSITION DESCRIPTION**

POSITION TITLE:	Victim Services Advocate	STATUS:	Non-Exempt
DEPARTMENT:	First Step Victim Services	W/C#	
EEO CODE:	2	GRADE LEVEL:	340

PRIMARY FUNCTIONS:

Under the supervision of the Program Supervisor-Housing Solutions and Victim Services, the Victim Resource Services Advocate provides direct services to victims of crime in Schuyler County.

SPECIFIC DUTIES:

1. Provide direct services to victims of crime, including emergency needs, information and referral, counseling, accompaniment, home and hospital visits, and assistance in filing for CVB compensation.
2. Prepare safety plan with each client.
3. Determine the immediate needs of the crime victim and family – develop appropriate plan, involve appropriate agencies and facilitate the implementation of the plan.
4. Determine the legal course to which the crime victim will be subject and provide or obtain appropriate assistance to the victim.
5. Coordinate with First Step Team to ensure all referrals are assigned to case manager.
6. Share 24 hour on call responsibility with other First Step employees.
7. Work in conjunction with the DA’s Office, the Schuyler County Sheriff’s Department, and the Schuyler County Department of Social Services to provide a coordinated community response to crime, especially domestic violence.
8. Participate with the community response team to assess Domestic Violence Cases and develop appropriate protocols.
9. Participate with public education/awareness efforts regarding violence and community response.
10. Maintain statistical database and case management files. Prepare monthly reports as required by funders.
11. Participate in appropriate Catholic Charities staff meetings and in-service staff development opportunities. Represent Catholic Charities to the Schuyler County Community.
12. Other duties as appropriate.

TITLE OF DIRECT SUPERVISOR: Program Supervisor-Housing Solutions and Victim Services

QUALIFICATIONS:

Associates degree in Human Services or related field.
Experience in assessing victim safety.
Experience in collaboration with other county agencies to ensure victim’s needs are met.
A combination of education and experience may be substituted at the discretion of the Executive Director.

ADDITIONAL REQUIREMENTS:

- Possess excellent verbal and written communication skills.
- Ability to multi-task and prioritize duties.
- Willingness to foster agency, department and program wide cooperation and team work through use of positive/constructive communication techniques.
- Ability to maintain absolute confidentiality in regards to all records reviewed including consumer records, employee records and billing records.
- Proficiency and experience with PC’s and Microsoft applications.
- Ability to analyze and interpret data and to handle problem resolution.
- Possession of a valid NYS Driver’s license and a driver’s record considered acceptable by agency and insurance carrier.
- Continuous use of a reliable, registered and insured vehicle.
- Demonstrate commitment to Agency Mission Statement.

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- Working knowledge of community resources and funding systems external to the agency.
- Must be able to work non-traditional work hours (24/7 Emergency On-Call)
- Background checks may be required per program regulations.
- Compliance: Adheres to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing and documentation standards. All duties must be performed in accordance with CCDR's corporate compliance and ethics program.

Ability to meet the following physical requirements with or without reasonable accommodation:

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach;
- Climb up or down stairs;
- Able to reach above or below shoulders;
- Occasionally lift or move objects weighing up to 10 lbs;
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions;
- Be able to read write and interpret written documents;

EMPLOYER'S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

EMPLOYEE CONFIRMATION:

I have received and read a copy of this job description.

Signature

Date

Printed Name