

Job Description

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Job Posting Notice**Job Details**

Job ID:	289024	# of Positions:	1	
Business Title:	Project Shield Victim Advocate			
Civil Service Title:	COMMUNITY ASSOCIATE	Title Code No:	56057	Level: 00
Title Classification:	Non-Competitive			
Job Category:	Social Services			
Career Level:	Entry-Level	Proposed Salary Range:	\$ 39,841.00 - \$ 39,841.00 (Annual)	
Work Location:	350 Jay St, Brooklyn Ny			
Division/Work Unit:	Victim Services Unit			

Job Description

The Kings County District Attorney's Office, located in the Metrotech area of Brooklyn, New York, is accepting applications for the Project Shield Victim Advocate position in its Victim Services Unit.

Program Description:

The Victim Services Unit (VSU) of the Kings County District Attorney's Office assists crime victims, witnesses, and their families in navigating the criminal justice system throughout the duration of the investigations and/ or prosecution of the criminal case. The VSU team is collaborative and is highly professional.

Responsibilities include

- Provide trauma-informed crisis intervention and criminal Justice advocacy to crime victims, primarily victims of sexual assault and domestic violence with disabilities (including developmental and psychiatric disabilities)
- Case management
- Provide information on social service entitlements and the court system
- Victim advocacy and referral assistance;
- Court accompaniment and service coordination with outside agencies.
- Conduct outreach and trainings related to working with sexual assault victims with Intellectual and Developmental Disabilities

Minimum Qual Requirements

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.

Preferred Skills

Applicants must be in their current assignment for at least one year. Minimum Bachelor Degree in social work or related field, i.e. psychology or counseling or at least 3 years of direct work experience in the field of victim services. Strong communication skills and the ability to work collaboratively and across disciplines are necessary. Some knowledge of Counseling interventions with trauma victims. and some knowledge of counseling

Additional Information****IMPORTANT NOTES TO ALL CANDIDATES:**

Please note: If you are called for an interview you will be required to bring to your interview copies of original documentation, such as:

- A document that establishes identity for employment eligibility, such as: A Valid U.S. Passport, Permanent Resident Card/Green Card, or Driver's license.
- Proof of Education according to the education requirements of the civil service title.
- Proof of Address/NYC Residency dated within the last 60 days, such as: Recent Utility Bill (i.e. Telephone, Cable, Mobile Phone)

Additional documentation may be required to evaluate your qualification as outlined in this posting's "Minimum Qualification Requirements" section. Examples of additional documentation may be, but not limited to: college transcript, experience verification or professional trade licenses.

If after your interview you are the selected candidate you will be contacted to schedule an on-boarding appointment. By the time of this appointment you will be asked to produce the originals of the above documents along with your original Social Security card.

***This is a grant funded position.

To Apply

Click the "Apply Now" button.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE: 05/13/2017

POST UNTIL: 05/26/2017

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