

**City of New York
DISTRICT ATTORNEY KINGS COUNTY
REPOST Citywide Job Posting Notice**

Civil Service Title: Community Associate	Level: 00
Title Code No: 56057	Salary: \$44,083.00 (Annual)
Title Classification: Non-Competitive	
Business Title: Victim Advocate	Work Location: 350 Jay Street, Brooklyn, NY
Division/Work Unit: Victim Services	Number of Positions: 3
Job ID: 538412	Hours/Shift: Monday to Friday; 9:00 A.M. to 5:00 P.M. Some evenings and weekends may be required.
Job Description	
<p>The Kings County District Attorney's Office (KCDA) is one of the largest prosecutors' offices in the country and is committed to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all. KCDA has an exciting opportunity to work as a Victim Advocate.</p> <p>Victim Advocates will help assist with crime victims, witnesses, and their families in navigating the criminal justice system throughout the duration of the investigation and/or prosecution of the criminal case. Victim Advocates are collaborative, demonstrate good judgment, and are highly professional. Victim Advocates will provide trauma-informed crisis intervention and criminal justice advocacy to crime victims and their families.</p> <p>Under general supervision, with some latitude for independent initiative and judgment, the prospective candidate will be responsible for the following:</p> <ul style="list-style-type: none"> ➤ Provide trauma-informed crisis intervention and criminal justice advocacy to crime victims and their families. ➤ When necessary accompany victims to court. ➤ In collaboration with agency staff, assess the urgency of the victim's needs and seek immediate assistance for those issues affecting the victim's safety. ➤ Be accessible and maintain contact with victims throughout the duration of the criminal case and make efforts to link victims with appropriate services in the community. ➤ Assist victims with obtaining counseling and social work services as necessary. ➤ Case management. ➤ Conduct outreach and trainings related to working with crime victims. ➤ Perform other related duties as necessary. <p>** As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency. **</p>	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 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. 	
Additional Information	
<p>Candidates must meet the additional requirements:</p> <ul style="list-style-type: none"> ➤ Bachelor's Degree in Social work or related field, i.e. Psychology or counseling. ➤ Three years of direct work experience in the field of victim services. <p>Employees of the City of New York may be eligible for federal loan forgiveness programs and state repayment assistance programs. The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service</p>	
Preferred Skills	
<ul style="list-style-type: none"> ➤ Able to work independently, be assertive, highly organized, detail-oriented, and have excellent written and oral communication skills. ➤ Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.). ➤ Ability to multi-task and exercise sound judgment. ➤ Strong attention to detail is essential. ➤ Applicants must possess excellent interpersonal, verbal, and written communication skills. ➤ Organizational, time-management, and multi-tasking skills, including the ability to take initiative, prioritize duties, and work both independently and within a team environment are a plus. 	
Residency Requirement	
<p>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.</p>	
To Apply	
<p>We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.</p> <p>For Non-City/External Candidates: Visit the External Applicant NYC Careers site and type "DA - Brooklyn" on the search line. Then locate the Job ID number. For Current City Employees: Visit Employee Self Service (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID number.</p>	
Posting Date: 8/4/2022	Post Until: 9/4/2022

The City of New York/Kings County District of Attorney's Office is an Equal Opportunity Employer