



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	629136	# of Positions	1
Business Title	Victim Advocate		
Civil Service Title	COMMUNITY ASSOCIATE		
Title Code No	56057	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 54,000.00 - \$ 54,000.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Victim Services		

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Job Description

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.

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 judgement, and are highly professional. Victim Advocates will provide trauma-informed crisis intervention and criminal justice advocacy to crime victims and their families.

Under general supervision, with some latitude for independent initiative and judgment, the prospective candidate will be responsible for the following:

- 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 victim's needs and seek immediate assistance for those issues affecting 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.

Preferred Skills

- Able to work independently, be assertive, highly organized, detail-oriented and have excellent interpersonal, verbal, and written communication skills.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)
- Ability to multi-task and exercise sound judgment.
- Organizational, time-management and multi-tasking skills, including the ability to take initiative, prioritize duties, and work both independently and within a team environment is a plus.

Additional Information

Candidates must meet the additional requirements:

- 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

Hours/Shift

Monday to Friday; 9:00 A.M. to 5:00 P.M.
Some evenings and weekends may be required.

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.

To Apply

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.

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.

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 05/07/2024

POST UNTIL 05/27/2024

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