Community Agency for Senior Citizens, Inc.
120 Stuyvesant Place, Suite 409
Staten Island, NY 10301
Tel: 718-981-6226
www.cascsiny.org

POSITION TITLE

CRIME VICTIMS ADVOCATE

CRIME VICTIMS ASSISTANCE AND ELDER ABUSE SERVICES PROGRAM
PART TIME (14 hours/week) NON-UNION

POSITION DESCRIPTION

The Crime Victims Advocate provides individualized advocacy, support, and assistance to older adults, age 60 and older, who have experienced crime. The position serves as a resource and advocate for victims by helping them identify and address needs resulting from their victimization, access appropriate community-based services, understand their rights and available options, and navigate systems involved in their recovery and ongoing well-being. The Advocate works with clients in a compassionate, client-centered manner and helps connect them with resources that promote safety, stability, and recovery. The Crime Victims Advocate will also assist with outreach activities as needed.

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO

- Conduct intake and gather relevant information to assess the victim's circumstances and determine immediate and ongoing needs related to safety, emotional well-being, finances, healthcare, housing, transportation, and other supportive services through telephone, office, or home visit as needed.
- Provide individualized advocacy, crisis intervention, emotional support, information, and referrals to crime victims.
- Educate clients regarding their rights as crime victims, available assistance and compensation programs, and relevant public and community resources.
- Support clients in communicating with and navigating law enforcement, courts, prosecutors, and other systems or agencies involved in addressing their victimization.
- Assist eligible clients in accessing victim compensation, emergency financial assistance, benefits, and other supportive programs.
- Facilitate connections to community resources and coordinate with mental health, housing, healthcare, legal, financial, and other community service providers.
- Assist the Program Director with outreach activities as needed, including community engagement, resource distribution, presentations, and efforts to increase awareness of available services for older adults and crime victims.
- Assist with the development and distribution of outreach materials and other informational resources for older adults, caregivers, community organizations, and referral partners.
- Maintain working relationships with local law enforcement and other community service providers
- Maintain timely and accurate records of client interactions, needs assessments, advocacy activities, referrals, services provided, and outcomes in accordance with agency and program standards.
- Complete program-related documentation, reports, statistics, and other required information to support funder requirements, program evaluation, monitoring, and compliance.
- Perform other duties as assigned.

SUPERVISION

- Directly supervised by the Program Director of Crime Victims Assistance and Elder Abuse Services
- No supervisory responsibilities.
- Participation in OVS and CASC training and educational sessions as required.

EXPERIENCE AND QUALIFICATIONS

BSW, BS, BA level education is required.
1+ years of experience in direct service to older adult clients is preferred.
Knowledge of Staten Island is desirable.
Core-level Microsoft Excel proficiency is required.
Car required.

SALARY

$25/hr.

Send Resume and Cover Letter to:
Jobs@cascsiny.org