



Northwest Victim Service

6023 Germantown Avenue

Philadelphia, PA 19144

215.438.4410 Phone 215.438.2933 Fax

JOB DESCRIPTION

JOB TITLE: Court/Victim Advocate

STATUS: Full-Time (5 days per week – 40 hours a week)

PURPOSE:

Provide direct services to victims of crimes and their families.

JOB DUTIES AND RESPONSIBILITIES:

Direct Services:

- Staff Preliminary Hearings to assist victims of crime in our assigned courtroom at the Criminal Justice Center.
- Work collaboratively with the District Attorney's Office staff to ensure that victims are properly supported, notified, and advised of hearings, rights, and updates of criminal justice proceedings involving their own cases.
- Provides direct services to victims and their families, including but not restricted to the following: crisis response, supportive counseling, needs assessment, advocacy, crime victims' compensation assistance, and accompaniment to court procedures at the Criminal Justice Center.
- File compensation claims for crime victims and assist with gathering supporting documents.
- Review NVS confidentiality policy with clients
- Develop and provide supportive service plans, which may include safety and goal plans.
- Identify and refer clients for whom group, and/or individual counseling is appropriate.
- Provide appropriate referrals to community resources.
- Work with the Police Department and districts in the northwest section of Philadelphia to serve victims of crime.

OTHER DUTIES:

- Participate in special program activities (e.g., community presentations)
- Lead and/or participate in victims advocacy and community education campaigns meant to increase access and awareness of victim services and the criminal legal systems.

GENERAL DUTIES:

- Maintain accurate and legible records.
- Input client information into the ETO System and other agency databases
- Adhere to the policies and procedures of NVS, which support the goals and mission of the agency and meet funding requirements.
- Assist with record-keeping and reporting systems.
- Act as liaison to other systems and agencies.
- Perform all other duties as assigned by the Executive Director.

REQUIRED TRAINING:

- Within six months of the appointment to the position, the Victim Advocate must successfully complete the Victim Services Foundational Academy.
- Complete 10 hours of provided training by PCCD annually.

EDUCATION/EXPERIENCE:

- A minimum of 2 years of experience working directly with Victims of Crime
- Skills in supportive problem-solving, advocacy, and crisis intervention
- Ability to assume responsibility and make decisions.
- Knowledge of community resources
- Ability to establish and maintain professional working relationships with staff, volunteers, other agencies, and the public.
- Ability to express ideas both orally and in writing.

OTHER REQUIREMENTS:

- A Pennsylvania Child Abuse Clearance and Criminal Background Clearance.
- Reliable Access to public or personal transportation to court and the office
- Ability to travel to the Criminal Justice Center in a timely manner for court proceedings.

If interested, send resume and cover letter to contact@northwestvictimservices.org no later than October 5, 2023.