

**Delaware County Victim Assistance Center
Job Description**

**Counselor/Advocate Crime Victims Services
FT - 35 hours per week**

Position Parameters

- Accountable to director of the department of Crime Victims Services
- Salaried, exempt position

Required Skills and Abilities

- Skilled in crisis intervention and supportive, problem-solving counseling
- Ability to work effectively as a victim advocate and in systems liaison
- Ability to assume responsibility and make decisions
- Effective team member
- Experience counseling victims of sexual assault or other crimes preferred
- Must have own transportation and be willing to drive throughout Delaware County and the surrounding region

Minimum Experience, Training, and Clearances

- Bachelor's degree in social work, counseling, criminal justice, behavioral sciences, or related field, or equivalent life experience
- Experience in crisis intervention
- Satisfactory background checks: child abuse, criminal history, FBI fingerprinting
- Forty hours of sexual assault counselor training, provided by Delaware County Victim Assistance Center subsequent to hire

Job Responsibilities

- The Counselor/Advocate is supervised by and reports directly to the director of the Crime Victims Services Department
- Provide direct services to victims of serious crimes other than sexual assault, including but not limited to homicide, aggravated assault, robbery, burglary, harassment and stalking, and their significant others, including:
 - Crisis intervention
 - Telephone counseling
 - Police interview accompaniment
 - Court accompaniment, criminal and civil
 - Short term individual counseling
 - Assistance with crime victim compensation claims
 - Assistance with victim impact statement
 - Group counseling
- Advocate for clients across systems
- Prepare service reports on clients as requested
- Participate in on-call hotline rotations, which may include after-hours evenings, nights, weekends, and/or holidays
- Participate in regular professional development opportunities
- Advocate for victims' rights in general across systems
- Other duties as assigned by manager