



Bilingual Victim Advocate (Full Time)

NOVA (Network of Victim Assistance) is a comprehensive victim services organization in Bucks County. With a 51-year history, NOVA has expanded to include a continuum of prevention and direct services to prevent and address the needs of victims of sexual abuse and other serious crimes. NOVA is known across many disciplines and the community for its exceptional services and professionalism. As a mature and fiscally sound organization, establishing sustainability is key to our future success -- serving all victims who need assistance, educating the community on violence prevention, and providing top-ranked professional training.

The NOVA Victim Advocacy Department is a highly dedicated, experienced, and esteemed team of seven staff. This position is responsible for providing outreach and support to victims of crime, their non-offending family members, and their friends during criminal justice procedures. This position also includes outreach to law enforcement and other professionals in the community about the services provided at NOVA.

Essential Functions:

- Initiate and maintain collaborative partnerships with district judges, police departments, and court personnel to promote victim access to NOVA services.
- Actively and effectively engages in appropriate outreach activities to the victims of crime, their families, and their friends.
- Liaison and collaborate with other organizations that service the victims of crime to promote victim access to NOVA services.
- Represent NOVA in the legal community serving the victims of crime, their families, and their friends (including serving in relevant coalitions, and participating in public events).
- Develop and present educational programs for criminal justice and court personnel.
- Provide or participate in educational programs, public presentations, and training activities focusing on the legal proceedings concerning the victims of crime.

- Advocate for victims so that they receive the resources to which they are entitled.
- Help prepare victims, their families, and their friends for all legal proceedings.
- Help victims prepare their victim impact statements.
- Accompany victims to all legal proceedings as needed (ex: Police interviews, district attorney's meetings, preliminary hearings, PTC/guilty pleas, trials, sentencing, parole hearings, etc.)
- Provide crisis counseling and emotional support for the victims, their families, and their friends during and after the legal proceedings.
- Assist victims with applying to the PA Victims Compensation Assistance Program.
- Assist victims with filing for Protection of Abuse orders.
- Refers clients to other NOVA programs or other agencies as appropriate and serve as a liaison for the client if requested.
- Maintain all client records including updates and closings.
- Provide on-call coverage as assigned, including hotline, text and chat line, and emergency room accompaniment as needed.

Core Qualifications include:

- Bachelor's degree in criminology, social work, human services, or another related field.
- Sound knowledge of the criminal justice system. Experience working in the criminal justice system is a plus.
- PCCD Foundational Academy training certificate or completion within 6 months of hire.
- SAC training certificate or completion of 40-hour Sexual Assault Counselor training at NOVA within 6 months of hire.
- Fluent in English and Spanish.
- Strong oral and interpersonal communication skills.
- Ability to make decisions independently.
- Proficient in Microsoft 365. Experience working with client data systems is a plus.

- Must meet PA State background check requirements (PA Criminal, PA Child Abuse, and FBI Fingerprint Check) at hire and every five years thereafter.

NOVA is an AA/EOE. The compensation package includes the following components:

- Competitive Annual Salary Pay: \$45,000.00 - \$48,000.00 per year
- Medical & Dental (1st day of the month following hire; Employee premiums paid in full by NOVA)
- Short-term & long-term disability (After 90-days of employment; Premiums paid in full by NOVA)
- Life insurance policy (After 90 days of employment; Premium paid in full by NOVA)
- Quarterly contribution to Profit Sharing Pension Plan (1st quarter following 1 year of employment)
- Voluntary contribution to 401K Plan (1st quarter following 1 year of employment)
- Generous Paid-Time-Off policy (after 90 days of employment) and 12 paid holidays per year

If you have these qualifications, are energetic, passionate about the mission of NOVA, and enjoy a friendly team-oriented environment, we would like to hear from you!

Please submit your application with a cover letter telling us why you are the person for this job, your salary requirements, and your resume to careers@novabucks.org.

Subject line: Bilingual Victim Advocate