

The OCVA Advocates will perform the following job functions including but not limited to:

- Providing information about the criminal justice system and their Crime Victim Rights.
- Meeting with CVs to offer them services through phone calls, home visits, tabling events, and other related methods.
- Completing the National Crime Victim Advocate Certification
- Conduct initial needs assessments to identify needs and goals during the initial intake and reevaluate as necessary.
- Utilizing motivational interviewing, person-centered, trauma informed, and crisis intervention techniques with crime victims.
- Assisting CVs with completing OVS claim applications, acquiring required documentation OVS request, advocating for compensation and following up on the status of pending claims.
- Meeting CV's in the community when appropriate.
- Serving as a liaison for CVs with a variety of community-based organizations and government agencies for support services including but not limited to dental, health, mental health, Smart 911, VINE, Police Departments, District Attorney Offices, and other relevant agencies.
- Participating in outreach events and attending community meetings when assigned.
- Managing electronic and paper databases.
- Participating in team meetings and on-going in-service trainings and certifications
- Providing Safety planning services
- Provide crisis counseling and promote positive self-esteem and motivation to participants including identifying and providing referrals to external therapeutic long-term services as needed.
- Perform other tasks as required, including any related administrative duties as needed.

**Qualification Requirement:**

- Minimum education requirement is a Bachelor's degree in social or behavioral sciences and at least one-year experience in crime victim services, crisis counseling, and/or criminal justice or equivalent education and/or experience required.
  - Preference will be given to candidates with a Master's degree in the areas described above, relevant licensure such as LMHC, LMSW, LCSW, LMFT, and/or significant experience working with trauma victims
- Must have a working knowledge of computers and Microsoft Office software, excellent oral and written communication skills and the ability to work cooperatively with others.
- Oral and written fluency in both the English and Spanish language.
- Valid NY State Driver's License
- Must be a Resident of Nassau County within a year of hiring.