



ANTI-VIOLENCE PARTNERSHIP of Philadelphia

Together we can end the cycle of violence.

Job Description

Job Title: VICTIM/WITNESS ADVOCATE
FLSA Status: EXEMPT
Department: VICTIM/WITNESS SERVICES
Reports To: DIRECTOR OF VICTIM/WITNESS SERVICES
Location: W/SW OFFICE
Schedule: FULL-TIME
Annual Salary: \$36,000.00 - \$40,000.00

Summary: The Victim/Witness Advocate is responsible for providing information, support, and advocacy services to victims of violence, co-victims of homicide, witnesses and their families throughout the criminal justice process. Direct services may be provided virtually, by phone, or in-person at AVP's offices, the Criminal Justice Center or other community locations when necessary. The Victim/Witness Advocates reports to the Director of Victim/Witness Services.

All duties are performed in accordance with the standards set forth by the Pennsylvania Commission on Crime and Delinquency (PCCD) for Comprehensive Victim Service Center Programs. Orientation and training are received on the job, through PCCD, and other training resources deemed appropriate by the Director of Victim/Witness Services, in consideration of the employee's skills and interests.

Court Accompaniment Responsibilities include the following. Other duties may be assigned.

- Attends Preliminary Hearings at the Criminal Justice Center (CJC), providing appropriate support and advocacy to all crime victims in attendance.
- When possible, attends other CJC hearings, including trials and sentencing hearings
- Assists in organizing and maintaining a system of outreach and follow-up to victims who do not appear at Preliminary Hearings.
- Completes all intakes and enters data into AVP's database daily.
- Maintains accurate intake forms with all documentation completed and filed.
- Maintains all court documentation, organizing all files including part ones, intake forms, court and victim lists.
- Supports Assistant District Attorney(s) in completion of all court documentation.
- Reports all issues/concerns to Assistant District Attorney(s) immediately when it pertains to a victim.
- Maintains appropriate professional boundaries.

Victim Service Responsibilities include the following. Other duties may be assigned.

- Provides basic criminal justice information and case status information to victims in court and on the telephone.
- Provides supportive and follow up counseling, information and referrals to victims and co-victims in person and over the phone.
- Assists victims with Victim's Compensation Assistance Program (VCAP) applications in person, by telephone, by mail, and, when needed, conducts follow-up calls to assure victims are completing necessary paperwork.
- Ensures all victims receive notification of Victim's Rights.
- Enters accurately and completely all client information into AVP's database for VCAP claims, intakes, follow-up calls and client inquiry notifications.
- Maintains program documentation standards.



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- Adheres to appropriate documentation and confidentiality procedures for referrals within the agency, and with referrals for services outside of AVP.

Administrative Responsibilities:

- Completes 40 hours of on the job training.
- Attends community outreach events to provide victim service information and solicit volunteers.
- Maintains current, complete, and accurate records for clients, including intake information, release of information and consent forms, progress notes and correspondence.
- Assures protection of client confidentiality by appropriate storage of clinical information and sharing of such data only in accordance with AVP's written confidentiality policy.
- Reviews potentially problematic cases prior to extended time off (vacation) and arranges coverage.
- Meets with supervisor for weekly supervision, at which the Victim/Witness Advocate should be prepared to discuss current caseload.
- Attends weekly Victim/Witness Service staff meetings and other meetings as requested and required.
- Learns about new developments in the field by reading professional literature, attending courses and seminars, and establishing and maintaining contact with other social service agencies.
- Conducts activities related to compliance with federal and state laws related to mandated reporting, HIPAA, the Data Privacy Act, the Pennsylvania Commission on Crime & Delinquency's (PCCD) Victim Services Program Standards, and the Victim Services Code of Ethics.
- Records hours worked, maintains a public calendar, and submits bi-weekly timesheet promptly.
- Completes other forms and paperwork as requested.
- This position has no supervisory responsibilities but may be offered the opportunity to supervise interns.

Qualifications:

- Bachelor's degree in a human service-, psychology-, or criminal justice-related field; or commensurate prior experience.
- Bilingual candidates fluent in English and Spanish are preferred; proficiency in other languages a plus.
- Demonstrated ability to speak effectively and professionally in public to a variety of audiences, and ability to write clear, concise, and grammatically correct letters, reports, and other forms of communication.
- Must possess professional demeanor and strong interpersonal communication skills.
- Demonstrated ability to work independently and efficiently in a fast-paced environment.
- Demonstrated ability to identify problems, develop solutions, and take the lead in solving problems.
- Team player with strong interpersonal communication skills and a capacity to collaborate effectively with staff, volunteers, and community organizations for successful achievement of position and organization's mission-driven goals.
- Demonstrated competence communicating about identity and equity, with a sophisticated understanding of the structures through which race, gender, class, sexual orientation, religion, ability, and other axes of identity function to unjustly distribute power and oppress some in our society.
- A commitment to integrating justice and equity into the work of the organization to ensure an inclusive and anti-racist organizational culture.
- A commitment to AVP's mission.

Benefits: AVP offers a comprehensive and competitive benefits package for full-time employees that includes: 25 days' paid time off (PTO) annually; 15 paid holidays per year; 100% employer-paid medical, dental, and vision insurance; 401(k) retirement plan; and Flexible Spending Account for medical and dependent care.



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Position Details: This is a full-time exempt status position based in Philadelphia, PA. Local and occasional out-of-county travel required for duties, meetings and trainings.

Apply: Interested applicants should submit a resume and cover letter to avp@avpphila.org.

The Anti-Violence Partnership of Philadelphia is an equal opportunity employer committed to a racially just, diverse, equitable, and inclusive workplace where differences are valued and respected. Our goal is to be a diverse workforce that is representative, at all levels, of the communities we serve. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, gender identity, sexual orientation, national origin, genetic information, protected veteran status, disability status, or any other characteristic protected by applicable law. Individuals who are Black, Indigenous, People of Color (BIPOC), LGBTQIAGNC, veterans, with disabilities, and/or at the intersection(s) of any of these identities are strongly encouraged to apply. If you are a member of one of these equity groups, you are encouraged to self-identify, on either your application form, cover letter, or resume.