



ANTI-VIOLENCE PARTNERSHIP of Philadelphia

Together we can end the cycle of violence.

Job Description

Job Title: VICTIM/WITNESS ADVOCATE
FLSA Status: SALARY EXEMPT
Department: VICTIM/WITNESS SERVICES
Program: FAMILIES OF MURDER VICTIMS (FMV)
Reports To: DIRECTOR OF VICTIM/WITNESS SERVICES
Location: MAIN OFFICE
Schedule: FULL-TIME
Salary Range: \$40,000 - \$45,000 ANNUALLY

Background: Families of Murder Victims (FMV) is the flagship program of the Anti-Violence Partnership of Philadelphia (AVP). FMV began as a support group for homicide co-victims in 1980. After members of the support group began attending hearings in support of surviving family members of homicide victims, in 1986 the District Attorney's Office established a contractual relationship with FMV to build a bridge between the emotional journey of homicide co-victimization and the formal prosecution process. In 1991, the name of the organization was changed to the Anti-Violence Partnership of Philadelphia to reflect its expanded mission to end the cycle of violence in Philadelphia through an array of intervention, prevention, and support services for children, youth, adults, and families who have been impacted by violence. Through client support, institutional partnerships, and community relationships, AVP addresses not only the emotional, safety, and financial needs of crime victims and survivors, but the underlying factors of violence and trauma of victimization to promote meaningful healing and advance community safety. AVP provides its services to Philadelphians at no cost, and does not require clients to have proof of insurance or citizenship.

Summary: Located in the Families of Murder Victims (FMV) program of AVP's Victim/Witness Services department, the Victim/Witness Advocate supports co-victims of homicide in navigating the criminal justice process. The Victim/Witness Advocate is responsible for addressing the needs of co-victims to effectively address the trauma associated with losing a loved one to homicide. The Victim/Witness Advocate utilizes a victim-centered approach that supports victims' rights, dignity, autonomy, and self-determination. The Victim/Witness Advocate collaborates with staff at the Philadelphia District Attorney's Office (DAO) to ensure adequate support for homicide co-victims. The Victim/Witness Advocate provides direct services to co-victims of homicide at court, AVP's office, virtually, and by telephone. The Victim/Witness Advocate reports to the Director of Victim/Witness Services.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Provides direct victim services and advocacy to co-victims of homicide at all Homicide Preliminary Hearings at the Criminal Justice Center (CJC).
- Prepares Homicide Preliminary Hearing Schedule/list based on information obtained from DAO Homicide Unit Support Staff.
- Coordinates with FMV staff, interns, and/or volunteers to ensure appropriate victim service coverage at Preliminary Hearings at the CJC.



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- Organizes and maintains a system of outreach and follow-up to co-victims who do not appear at Preliminary Hearings, for the purpose of providing them with basic information related to the status of their case.
- Provides basic criminal justice information and case status information to co-victims in court and on telephone.
- Ensures all victims receive notification of and understand Victims' Rights.
- Utilizes a basic understanding of Traumatic Bereavement and informal supportive counseling techniques when interacting with all crime victims on the telephone or in person.
- Assists with court accompaniment to trials and sentencing hearings when available.
- Assists co-victims with Victim Compensation Assistance Program (VCAP) applications in person, by telephone, and by mail.
- Coordinates interpreter/translation assistance for clients who do not speak English or are in need of ASL/TTN.
- Maintains program documentation standards.
- Enters accurately and completely all client and service information in AVP's data management system in a timely manner.
- Assists in the training of interns and volunteers on victim service procedures at Preliminary Hearings and best practices for outreach and follow-up with co-victims.
- Attends community events as requested and required.

Administrative Responsibilities:

- 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 clinical coverage.
- Attends 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 in compliance with AVP's confidentiality policy and all applicable federal and state laws, including HIPAA, mandated reporting, 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.
- Completes a minimum of 40 hours of training in first year; minimum of 10 hours of training annually in following years.
- Perform any other activities that may be assigned in the best interest of the organization.
- Maintain appropriate professional boundaries.
- 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 write clear, concise, and grammatically correct letters, reports, and other



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forms of communication.

- Must possess professional demeanor and strong interpersonal communication skills.
- Demonstrated ability to work independently and multi-task, and manage and meet deadlines in a motivated, effective way required.
- Ability to work collaboratively as a team and build relationships with a wide range of staff, volunteers, clients, partners, and all stakeholders in the community, across cultures and ethnic backgrounds, is essential.
- Demonstrated ability to communicate clearly and effectively with clients, program partners, government agencies, evaluators, and community stakeholders of all demographic and professional levels.
- 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.

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

Required Clearances: Employment will be contingent upon receipt of the following background checks: [Pennsylvania Criminal Background Check](#), [Pennsylvania Child Abuse History Clearance](#), and [FBI Criminal History Clearance](#) (*applies only if you have not lived in Pennsylvania for 10 years or more).

Apply:

- Internal applicants should submit a resume and cover letter to avp@avpphila.org with subject line "Victim/Witness Advocate (FMV)"
- External applicants must apply via this link: <https://www.indeed.com/job/victimwitness-advocate-fmv-f05bc13649417652>

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. It is our policy to abide by all federal, state and local laws prohibiting employment discrimination based on a person's race (including hair texture and hairstyles), color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status, veteran status (including protected veterans), marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, sexual orientation, or any other protected status. 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.