



**OFFICE OF THE DISTRICT ATTORNEY**  
**Bronx County**

**Darcel D. Clark – District Attorney**  
**JOB VACANCY NOTICE**

**CIVIL SERVICE TITLE:** Community Associate  
**FUNCTIONAL TITLE:** Crime Victim Advocate  
**TITLE CODE NO:** 56057  
**BUREAU/WORK UNIT:** Crime Victims Assistance Unit  
**WORK LOCATION:** 265 E 161<sup>st</sup> Street, 8<sup>th</sup> Floor

**LEVEL:** N/A  
**HIRING RATE:** \$39,841  
**SHIFT:** M-F, 9-5  
**NUMBER OF POSITIONS:** 1

**JOB SUMMARY:**

The Crime Victims Assistance Unit provides supportive services that include: crisis intervention, advocacy, individual and group therapy for the primary victim as well as family members, and assistance in filing a claim for victim compensation through the NYS Office of Victim Services. The Crime Victims Assistance Unit also helps victims, witnesses and their families navigate their way through the court system.

**ESSENTIAL FUNCTIONS:**

1. Excellent interpersonal, oral, and written communication skills
2. Ability to both interact and be comfortable with a diverse population
3. Proficient in Microsoft Office particularly Word, Excel, and Outlook

**JOB RESPONSIBILITIES:**

Specific duties will include, but are not limited to the following:

- Interview crime victims and their family to determine needs.
- Explain Criminal Justice process to clients.
- Assist clients with the completion of and filing of victim compensation claims with the State Office of Victim Services.
- Prepare letters and forms to assist with other entitlements.
- Advocate with public and private agencies.
- Escort clients to court and confer with Assistant District Attorneys.
- All other duties as assigned

**PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:**

- **A baccalaureate degree preferred OR a High School diploma/GED and 1 year prior work experience**
- Fluent Spanish speaker strongly preferred
- B.S.W. preferred
- Past advocacy experience through internships helpful
- Knowledge of the neighborhoods and population of Bronx County preferred
- Ability to work in a fast paced non structured environment.

*To apply, please submit your resume/cover letter to the following address. Please include the Job Vacancy Number (JVN):*

**Email:** [BxDAHR@bronxda.nyc.gov](mailto:BxDAHR@bronxda.nyc.gov)

*Or, mail to:*

**Abigayle Erickson**

**Human Resources Unit**

**Office of the Bronx District Attorney**

**198 E 161<sup>st</sup> Street, 4<sup>th</sup> Floor, Bronx, NY 10451**

*Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted.  
Submission of application is not a guarantee that you will receive an interview.*

**POST DATE: 07/28/2016**

**POST UNTIL: Filled**

**JVN: 902-16-1262**

*The Office of the Bronx District Attorney is an Equal Opportunity Employer **Committed to Diversity***