



The Center for the  
Prevention of Child Abuse

35 Van Wagner Road  
Poughkeepsie, NY 12603  
Tel (845) 454-0595  
Fax (845) 454-0129

[thecpca.org](http://thecpca.org)

## Position Title: Bilingual Victim Services Advocate (Spanish)

**Job Summary:** The Bilingual Victim Services Advocate will provide advocacy services and interventions for Spanish speaking child victims of abuse and their non-offending family members. The Bilingual Victim Services Advocate will participate as a member of our Multi-Disciplinary Team, which is involved in investigations of abuse and/or coordination and provision of services for victims and non-offending family members.

### Duties and Responsibilities:

- Engage and establish rapport with child victims and non-offending family members at the Child Advocacy Center (CAC) during forensic interviews.
- Provide advocacy services according to the National Children's Alliance (NCA) standards.
- Provide crisis intervention for victims and non-offending family members referred to the CAC, participating in safety planning with families on an as-needed basis.
- Provide support for the victim and non-offending family members throughout the investigation and prosecution to inform them of the status of the case, upcoming meetings or court dates, assessing needs of the victim and non-offending family members, etc. Make appropriate referrals based on client needs.
- Support client through court advocacy, court preparation, and support for victims and non-offending family members, in coordination with State's Attorney.
- Provide assessment of client needs and develop a plan to meet the needs for clients and non-offending family members referred to the CAC, in conjunction with other service providers.
- Document all referrals and/or services provided to the clients according to agency requirements and guidelines.
- Participate in Multi-Disciplinary Team (MDT) meetings.
- Communicate effectively with child victims, witnesses and others regardless of age, sex, social, economic, cultural or ethnic backgrounds, maintaining a strict standard of confidentiality.
- Provide debriefing counseling and perform assessments to determine the need for long term counseling needs for children at the CAC following their forensic interviews.
- Perform other duties as requested.

Our mission is to prevent child abuse in the Mid-Hudson Valley.



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### **Skills, Knowledge, & Abilities:**

- Exceptional communication skills; including both oral and written.
- Excellent team player; able to build relationships and maintain positive working relationships with a variety of agency stakeholders.
- Ability to engage and build rapport with all children and family members.
- Knowledge of child abuse dynamics, child protective and law enforcement investigations procedures, and the legal reporting mandates for professionals.
- Ability to effectively prioritize and organize assignments in a fast-paced work environment.
- This position requires an automobile, a valid NY State driver's license and proof of valid insurance

### **Minimum Qualifications:**

- Bachelor's Degree in social work, psychology, counseling, criminal justice, or related field, plus 2 years of experience in the field of child services, including abuse and/or victim advocacy preferred.
- Special Requirement: This position requires an automobile, a valid NY State driver's license and proof of valid insurance
- Additional Job Specific Training Will Be Required: Attendance at the National Children's Alliance and NYS Office of Children & Family Services trainings which may include out-of-state travel.
- Must submit to, and pass, a criminal background check and a child abuse registry check.
- Meets Bilingual qualifications

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