



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

Position Title: Victim Services Advocate
Reports to: Child Advocacy Center Director
FLSA: Non-Exempt (35hours/week)

NATURE OF WORK

Under supervision of the Child Advocacy Center Director, the Victim Services Advocate will provide advocacy services and interventions for child victims of abuse and their non-offending family members. The 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.

ESSENTIAL FUNCTIONS

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Provide support for the victim and non-offending family members throughout the investigation and prosecution, as well as engage and establish rapport with child victims and non-offending family members at the Child Advocacy Center (CAC) during forensic interviews.
- 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. Help connect the client to needed services, such as mental health, housing, financial aid, etc.
- Make appropriate referrals based on these needs and keep up to date on local services in the area that could be beneficial to clients
- 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.
- Support client through court advocacy, court preparation, and support for victims and non-offending family members, in coordination with State's Attorney.
- Document all referrals and/or services provided to the clients according to agency requirements and guidelines.

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Office for People With
Developmental Disabilities





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- 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.
- Follow up with clients throughout the investigation to ensure that clients are receiving needed services and support
- Perform other duties as requested.

EMPLOYMENT STANDARDS

- 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.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work is performed in an office environment and at various locations throughout Dutchess County; light physical demands; frequent use of a personal computer; driving to locations to support clients (could include home visits, court accompaniment, hospital visits), staff trainings, etc.

DISTINGUISHING CHARACTERISTICS

Fluent in English, Spanish a plus. Mandated Reporter certification.

KNOWLEDGE AND SKILLS REQUIRED

Knowledge of:

- Child abuse dynamics, child protective and law enforcement investigations.
- Legal reporting mandates for professionals.
- Community resources and public health programs for appropriate referrals
- Child Development
- Child Abuse, Neglect, Maltreatment
- Case note writing and record keeping

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- Confidentiality laws and regulations

Skills in:

- 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.
- Ability to effectively prioritize and organize assignments in a fast-paced work environment.
- Data Entry and Data Management Systems

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