

JOB DESCRIPTION

Position Title: Victim Assistance Civil Specialist-Bilingual

Effective Date: 5/8/2019

This position reports to: Victim Assistance Team Lead and law firm supervisor

This position is: **X** Exempt ___ Non-exempt

Hours per week: 40

Salary Range: \$55,000 - \$75,000

Location: Positions available in New York City; Los Angeles, CA; and New Jersey

The general purpose of this position is to:

Administer trauma-informed services to individuals and entities that have suffered direct physical, emotional, psychological, or financial hardships as the result of child sexual abuse. Serve as a liaison between victims of child sex abuse and their civil attorney. Communicate with, and provide support to, victims and their families prior to and during litigation. Explain civil legal process to victims and their families. Assist victims and families in identifying and obtaining collateral resources such as counseling. Act as a resource to law firms on the provision of trauma-informed advocacy. Victim Assistance Civil Specialists are employees of the Zero Abuse Project, but their regular workplace would be in the law firm contracting for their services.

Essential functions of this position include the following:

1. Explain and communicate information about legal process, civil litigation, and case developments between the law firm and the victims
2. Provide trauma-informed advocacy to victims
3. Respond to victim inquiries and concerns about the civil process
4. Assist victims to determine eligibility for victim-assistance services
5. Communicate information to victims regarding attorney meetings, depositions, court hearings, and additional appointments or proceedings
6. Assist Team Lead in community outreach, education, and prevention activities
7. Attend meetings at law firms with attorneys and victims
8. Conduct case consultations and de-briefings after meetings with attorneys
9. Maintain attorney-client privilege and other confidential information. Understand legal and ethical boundaries of working with victims
10. Compliance with Zero Abuse Project and law firm policies

11. Maintain caseload of approximately 50 victims; regularly communicate with victims
12. Attend required training to learn and improve victim advocacy skills
13. Regular presence at law firms
14. Perform other duties as assigned
15. Travel may be required

Minimum qualifications for position:

Specialized Experience: At least one year providing services to victims of crime. Experience working with the justice system in the role of an advocate. Participation or understanding of MDTs, SARTs, or other collaborative based teams. Knowledge and specialized training on the impact of trauma, the ACE study, and the dynamics of child sexual abuse.

Education: Knowledge of the theories, practices, procedures, and methodology of a field of study directly related to the provision of crisis intervention and victim assistance is required. This can include psychology, social work, sociology, criminal justice, or counseling. A Bachelor's degree in one of the above-mentioned fields of social and behavioral sciences is preferred; completion of a Child Advocacy Studies (CAST) minor is favorable.

Knowledge requirements

Applicants should possess a foundational knowledge of:

- Civil Statutes of Limitation for child sex abuse and recent legislative changes (state specific)
- Criminal statutes related to child sex abuse (state specific)
- State and federal resources for victims of crime (VOCA)
- Dynamics of child sex abuse
- Grooming and manipulation processes
- Delayed disclosure
- Systematic barriers to disclosure
- Poly-victimization
- Impact of trauma
- Neurobiology of trauma/impact on memory

Skills and qualities required for position:

- Ability to work within a team of attorneys, advocates, and victims
- Excellent time management, communication, interpersonal, problem solving, and organizational skills
- Ability to juggle multiple the needs of multiple clients
- Ability to empathize and listen

- Ability to speak and write Spanish and English fluently and to be clearly understood over the telephone and in person
- Requires the use of and familiarity with various computer programs such as Microsoft Office applications, i.e., Word, Excel, and PowerPoint
- Ability to navigate and use the Internet easily and proficiently

Physical requirements of this position include:

- Ability to sit at a desk for extended periods of time in excess of 3 hours
- Ability to use a computer via a mouse & keyboard
- Ability to use a telephone
- Ability to communicate verbally and clearly through email, via the telephone and in person

To apply:

- Send resume, writing sample, and a cover letter connecting your skills and experience to the functions, requirements and qualifications listed above to careers@zeroabuseproject.org
- Please indicate whether you wish to be considered for a position in New York City, Los Angeles, or Central/Northern New Jersey

** This description covers the primary purpose and principal duties of the job. It is not intended to give all requirements or details or a step-by-step account of the way each task is performed.*

*** Zero Abuse Project is an equal opportunity employer.*

**** Zero Abuse Project is a strengths-based organization. Learn more about strengths at <http://strengthswise.com/>*