



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

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

**CIVIL SERVICE TITLE:** Community Coordinator  
**FUNCTIONAL TITLE:** Senior Sexual Assault Advocate  
**TITLE CODE NO:** 56058  
**BUREAU/WORK UNIT:** Crime Victims Assistance Unit  
**WORK LOCATION:** 198 E 161<sup>st</sup> St.

**LEVEL:** N/A  
**HIRING RATE:** \$55,000  
**SHIFT:** M-F, 9-5  
**NUMBER OF POSITIONS:** 1

**JOB SUMMARY:**

Meets with and provides crisis intervention, supportive counseling, advocacy, referrals, notifications, assistance with entitlements and information for sexual assault survivors. The designated advocate will work closely with the office's Child Abuse Sex Crime Bureau acting as a liaison between assigned assistant district attorney's and victims. When necessary court accompaniment will be provided. The Senior Sexual Assault Advocate will attend meetings and provide informational presentations in the community.

**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:

4. Contact crime victims, schedule an appointment, conduct assessments and provide ongoing therapy as needed
5. Referrals to appropriate services and ongoing collaboration with other professionals
6. Attend weekly clinical supervision meetings
7. Assist and participate in community events and special projects
8. Management of case data and related preparation and submission of statistical data
9. All other duties as assigned

**PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:**

10. A Bachelor's degree is required (Social Science preferred)
11. A valid New York State driver's license is preferred
12. Minimum of 2 years working with sexual assault survivors
13. Willing to work evenings and/or weekends (as needed)
14. Ability to work in a fast paced non-structured environment.

To apply you must visit the BXDA Office website ([www.bronxda.nyc.gov](http://www.bronxda.nyc.gov)) and click on Career Opportunities.

**POST DATE:** 12/19/2017

**POST UNTIL:** Filled

**JVN:** 902-17-1412

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