



JOIN OUR TEAM

We seek versatile self-starters who are flexible and resilient, with energy and enthusiasm for helping to empower immigrant and low-income families.

Opportunity: Full-time Family Advocate (40 hours per week); Flexible schedule including weekends.

About Us: Community Resource Center empowers immigrant and low-income families by providing the resources and advocacy to help them become self-reliant and thriving members of the community.

Position Overview: CRC's Voz y Vida Program is an interpersonal violence education and prevention program designed to target Latinos in Southern Westchester County. We provide the necessary cultural competencies and accessible locations to connect survivors with the support systems they need.

Qualifications:

- Culturally specific trauma-informed training in domestic violence and sexual assault
- A strong record of cultural competence and cross-cultural communication skills
- Demonstrated ability to communicate effectively and persuasively, both orally and in writing
- Ability to work with Salesforce- client database tracker
- Excellent professional judgment
- Ability to take initiative, multi-task, and work independently
- Ability to work collaboratively

Responsibilities:

- Advocates for the rights of domestic violence victims who are participating in the court processes by providing safety planning, crisis intervention, emergency funds, and other assistance with navigating the criminal justice system.

- Provides services with a trauma-informed approach to help understand the dynamics of domestic violence, including the restraining order process and application processes.
- Collaborates effectively with the Attorney's office and family services to communicate Victims' concerns and recommendations for the criminal court case.
- Actively monitors the court at arraignment and docket to ensure proper participation.
- Collaborates with law enforcement.
- Effectively and efficiently manages cases regarding domestic violence crimes while maintaining the client's safety and security and providing support for needs.
- Attends quarterly meetings with the Westchester County Domestic Violence Council.
- Mediated communication through Spanish interpretation for clients and attorneys at legal clinic proceedings.
- Provides in-service presentations to counseling group sessions regarding information about the criminal justice system, victims' rights, and resources.
- Complete appropriate referrals for clients to other departments within the Community Resource Center or outside services as needed.
- Manage the daily documentation of client and court notes, inputting them into the CRC Salesforce Database, and assist the Case Management Supervisor with data collection for reporting purposes.
- Organize workshops, training, and support groups related to the CRC Advocacy agenda.

This position reports directly to the Case Management Supervisor.

Compensation: This is currently a full-time position at \$45,000 annually. Benefits flexible.

Please send your cover letter and resume to: Janet Fry, Deputy Executive Director –
jrolon@crcny.org