



JOB OPENING

The Retreat is a safe haven for families in crisis. Since 1987, who have been providing domestic violence and sexual assault services along with education to families, friends and neighbors in Suffolk County. We are currently seeking the following position.

BILINGUAL ADVOCATE

The person will be responsible for:

BASIC FUNCTION

To provide supportive services primarily at the Suffolk County Family Courts both Riverhead and Central Islip and other local courts as needed. Duties include assisting clients with filing petitions for orders of protection, custody and child support and other Family Court petitions as needed. The advocate will communicate with court personnel, court officers, attorneys, and police officers on behalf of the client. The advocate will also provide emotional support to the client throughout the court process.

SPECIFIC RESPONSIBILITIES

Assists victims of domestic violence, intimate partner violence and/or sexual assault in a trauma informed manner in the following areas:

- Educate the client on family court procedures and provide accompaniment to the Family Court/Police/Probation
- Matters related to Orders of Protection, Custody, Support
- Review safety planning
- Introduce systems for reimbursement offered through Office of Victim Services and assist with the application/follow up process
- Provide other Network services and community resources, as is appropriate
- Maintain accurate statistics and permanent records of services rendered or referred
- Attend staff agency meetings
- Coordinate prevention and awareness services and presentations to the community as requested
- Respond to crisis hotline calls or in person crisis intervention
- Provide support services for fund raising activities as requested by Director of Development
- Other duties as assigned**

QUALIFICATIONS

- Bi-lingual (English/Spanish) required



- Bachelor's Degree required; or one (1) year experience of crisis intervention services and a high school diploma or equivalent
- Proven ability to effectively network with community resources
- Ability to make decisions under high stress conditions
- Ability to work in a cooperative team environment
- Strong oral and written communication skills in English and Spanish
- Good computer skills required
- Familiarity with the legal justice system
- An understanding of domestic violence, stalking, sexual assault, human trafficking, crime victimization and resulting trauma, knowledge of victim's rights and cultural sensitivity
- Experience with crisis intervention
- Valid driver's license
- Must have a car in order to go to court, all mileage outside of your normal commute is reimbursed by the agency
- Fingerprint clearance

The Retreat is an Equal Opportunity Employer. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Interested applicants please send letter of interest and resume to: humanresources@theretreatinc.org