

INTERNAL OSS POSITION

To: All SSO Staff
From: Eric Rosa - Assistant Director of School Safety
Date: February 14, 2022
Re: Opportunity – Special Assignment Position

Position: Victim Assistance Specialist

Status: Full-Time

Location: 440 N. Broad Street, Philadelphia PA 19130

Position Summary:

The Victim Assistance Specialist (VAS) is a critical member of our team who supports children and families to ensure they have a consistent and comprehensive network of support and services when victimized by school-related crime. The VAS performs a range of duties that include, but are not limited to:

- Assisting victims of school-related crime using crisis intervention techniques while maintaining composure and professionalism;
- Effectively summarizing information for victims in person and in written form;
- Establishing and maintaining effective working relationships with victims, social service organizations, law enforcement agencies, District Attorney and court system staff and other community groups;
- Operating computer programs including Google Workspaces (G Suite) and MS Office to maintain detailed, accurate records;
- Empathizing and establish rapport with victims, communicate court procedures, and provide information for additional supports and resources as needed;
- Communicating effectively both orally and in writing;
- Maintaining accurate and complete records;
- Maintaining a high degree of professionalism and confidentiality
- Collaborating with the Philadelphia Police Department and other law enforcement agencies to support members of school communities who are victims of school-related crime;
- Conducting home visits with Officers and detectives/investigators to assist victims as needed;
- Providing criminal justice advocacy that may include court accompaniment and guidance with legal, financial, and medical systems;
- Providing guidance and assistance with victim compensation through the Victims' Compensation Assistance Program (VCAP);
- Providing referral for victims for services such as shelter, mental health treatment, medical care, transportation assistance and food vouchers;
- Maintaining a caseload of victims who are in need of short-term crisis intervention, emotional support, grief support groups, and appropriate referral sources for continued long-term needs;
- Working in conjunction with other Victim Services agencies to provide consultation and support to victims when needed.

Please submit a letter of interest and resume to Assistant Director Eric Rosa at erosa@philasd.org.