

# Seeking Crime Victim Specialist

Jamaica Service Program for Older Adults is a provider of quality client- centered services that promote healthy, active, productive living. JSPOA is the leading minority service provider, to older adults, with a broad range of services including crime victim support. The JSPOA's Safety Department maintains a commitment to serve, educate and empower older victims of crime. The goal is to facilitate confidence and independence while restoring the individual back to his or her pre-victimized state.

## ***Primary Responsibilities:***

Provide advocacy, counseling, case management and outreach to victims of crime 21 and older, in Southeast Queens Area. Specialist will provide offsite visits and may be required to work occasional weekends and nights. This is a full-time permanent position M-F 8:30am-4:30pm.

## ***Education and Experience:***

Qualified candidates should possess an undergraduate degree in Human service, Psychology, Sociology, Social Work, Criminal Justice or related field. At least one year of policy or social change experience regarding violence against women in the US, highly preferred ( this can be in the form of an internship).

## ***Knowledge, Skills and Abilities:***

Proficiency in Word, Excel and Power Point required: Comfortable with multi-tasking and quick deadlines: Excellent communications and interpersonal skills, both orally and written: Ability to work independently and in a team environment, approaching problems and conflicts professionally and constructively.

Preference will be given to candidates who have English/Spanish bilingual abilities and career experience.

We offer a competitive salary of \$34,847 plus medical and dental benefits. JSPOA is an equal opportunity employer. Interested applicants should email or send resume and cover letter to:

Jamaica Service Program for Older Adults  
Human Resources Department  
Attn: Administration Director  
92-47 165<sup>th</sup> Street, Jamaica, NY 11433  
Fax: 718-657-6756  
Email: [employment@jspoa.org](mailto:employment@jspoa.org)