



JOB VACANCY

September 1, 2016

Bilingual Family Advocate

Location: Central Islip, NY 11722

EAC Network seeks a full time Bilingual Family Advocate for its Child Advocacy Center (CAC). The Bilingual Family Advocate is responsible for assisting the CAC Division Director in coordinating services for crime victims and their families. Position is Monday-Friday 9:00AM-5:00PM (some evenings may be required) with excellent benefits medical/dental/401K and very generous Paid Time Off plan (PTO). All qualified applicants will be afforded equal opportunities without discrimination because of race, color, religion, national origin, marital status, sex, age, sexual orientation, gender identity, disability, or protected veteran status. EAC is an EOE. **Candidates are encouraged to view agency Web site at www.eacinc.org**

RESPONSIBILITIES:

- Act as a liaison between Spanish (English) speaking victims and social services agencies.
- Assist Spanish (English) speaking victims in preparing and filing paperwork necessary for victims' compensation.
- Maintain case records as required.
- Coordinate with other victims' services agencies to avoid duplication of services.
- Provide back-up and support to CAC Division Director for office coverage.
- Prepare monthly and quarterly statistical reports.
- Assist in administrative responsibilities of the Child Advocacy Center.
- After reviewing for accuracy, complete Medical Staff Vouchers and submit PO for services provided.
- Maintain Medical Staff database and records as required.
- Transport and escort families and clients from appointments using agency van or personal vehicle if needed including ability to lift, carry, and secure children into appropriate child restraint car seat.

QUALIFICATIONS:

- Minimum of Associate's Degree required, Bachelor's Degree preferred.
- **Bilingual Spanish/English REQUIRED!**
- Must have at least two years of relevant experience. Knowledge of administrative procedures required.
- Must be proficient in computer applications or other automated systems such as spreadsheets, Microsoft Office applications, calendar, and email and/or database software necessary to perform work assignments.
- Excellent communication, organizational and interpersonal skills.
- Must have access to automobile and possess valid NYS Driver's License.

HOW TO APPLY:

E-mail resume/cover letter to: employment@eacinc.org