Background:
The Center for Advocacy for the Rights and Interests of the Elderly (CARIE) is a non-profit organization based in Philadelphia, dedicated to improving the quality of life of older adults. Founded in 1977, CARIE serves elders and caregivers throughout southeastern Pennsylvania and beyond through its unique “circle of advocacy.” Through our direct services programs, including the CARIE LINE telephone and online helpline, our Providing Advocacy for Victimized Elderly (PAVE) program and our Long Term Care Ombudsman program, we become aware of new and evolving challenges that individual elders and caregivers face in navigating the complex health care and aging systems. This knowledge informs our advocacy for systemic changes to improve the lives of older persons.

Position:
Victim Advocates in the PAVE program serve elder victims of crime and abuse by providing court accompaniment in the Philadelphia criminal justice process, assisting in filing applications for victims’ compensation, and making referrals for additional needed services. The role of the PAVE Advocate is to provide direct assistance to older adults who are victims of violence and/or sexual assault. The successful candidate for this multi-faceted position will be able to manage data collection and evaluation; develop educational presentations and literature; coordinate outreach efforts; work collaboratively with partners and other member of the aging services network; and provide representation at conferences, media events, networking opportunities and committees.

This full time position reports to the CARIE LINE Coordinator. The successful candidate will be a highly organized individual who can prioritize well, and handle a wide range of responsibilities.

Duties and Responsibilities:

- Actively and effectively engage in appropriate outreach activities to older adult victims of crime
- Monitors the progress and assist victims of elder abuse and crime through the criminal justice and/or protective services system
- Intervene during crisis situations that occur during court proceedings
- Provide criminal justice support and advocacy, including education and assistance in filing Victim Compensation forms as needed
- Advocate for victims so that they receive the resources to which they are entitled
- Prepare victims, their families, and their friends for all legal proceedings

The Rev. Canon Lucy
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Mary J. Fallon, MA
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Lori Rosenquist Griswold, PhD
Robyn Stone, DrPH
• Assist in administering an emergency fund to provide assistance for locks and other security measures for victims of elder abuse and crime
• Help victims prepare their victim impact statements
• Accompany victims to legal proceedings at the Criminal Justice Center (e.g., police interviews, district attorney meetings, preliminary hearings, trials, sentencing etc.)
• Advocate for and work with other agencies in developing specialized supports
• Follow-up with victims, their families and their friends as appropriate
• Maintain client case notes
• Enter client information into the database
• Assist in collecting information needed to complete outcomes measurement
• Attend staff meetings, appropriate community meetings and required training
• Other duties as assigned

Educational/Experience/Skills Requirements:
• BSW or related degree, and at least one year experience in criminology, human services or other related field
• Experience in and/or knowledge of working with victims, the criminal justice system, aging policy, resources for older persons and their caregivers
• Excellent verbal and written communication skills
• Public speaking/training expertise

Required Screening:
Criminal Background Check
Professional References

Physical and Mental Demands:
Must work well under pressure and have the ability to be creative and analytical. Must be able to travel locally, visit the Philadelphia court systems and use public transportation; operate office equipment including but not limited to computer, telephone, fax, copier; move freely around the office; sit or stand at a desk and telephone for long periods of time; communicate in person, and over the telephone, with individuals and groups. This position may require occasional work outside of normal office hours. Some lifting of 10-20 pounds may be necessary.

Compensation:
Competitive salary, excellent benefits, and out-of-pocket expense reimbursement for travel related to the job. This position is exempt from overtime compensation.

Please mail or email cover letter and resume to:
Lori Walsh/Program Manager
CARIE
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Philadelphia, PA 19102
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No calls please.
CARIE is an Equal Opportunity Employer.