

**Job Title**

Site Supervisor

**Reports To**

The Site Supervisor will report to the Assistant Director Of Administration.

**Job Overview**

The Site Supervisor provides direct services to victims of crime and their families and is involved in both direct client contact and supervision of site staff which include the Victim Advocate. The Site Supervisor will initiate site projects and collaborate with community agencies to strengthen the presence of WestCop Victims Assistance Services. They will also oversee the operations of the site to ensure compliance with funder requirements as well as to support staff and clients.

**Responsibilities and Duties**

- Provide OVS information, emergency awards and assistance to all innocent victims of crime.
- Provide In-person & phone counseling to primary and secondary innocent victims of crime
- Provide follow-up and information/referrals regarding local resources as well as provide advocacy to clients in person and through phone contacts.
- Hospital accompaniment to sexual assault victims when necessary.
- Child advocacy center accompaniment for child victims of sexual/physical abuse.
- Court accompaniment/advocacy.
- Staff back-up to volunteer helpline.
- Provide all other crime victim services as needed.
- Conduct community presentations as needed.
- Conduct presentations for volunteer classes as needed.
- Provide assistance to other VAS offices as needed.
- Produce monthly reports as required by the agency and funders.
- Attend all agency meetings to represent your office.
- Provide supervision of site staff on a regular basis.
- Oversee site operations.

**Qualifications**

- BA Required (Social Services, Criminal Justice, Counseling, etc)
- Must have office experience 3+ Years.
- Must have supervisor experience
- Must have strong knowledge of MS Office (including strong excel skills) and G-Suite (Google drive and google applications)
- Excellent writing skills, public speaking skills and presentation skills.
- Impeccable organizational skills.
- Driver's license and car required (for client accompaniment and agency meetings)
- Highly motivated and self-starter.
- Ability to see areas of improvement and communicate that with the Assistant Director.

To apply: Send cover letter and resume to Mark Cardona, CA. Assistant Director (Mcardona@westcop.org)