

**Order Number:**

NY1559366

**Date Job Order Received:**

01/22/2026

**Number of Openings:**

1

**Company Name:**

Lewis County Opportunities Inc

**Job Title:**

Victim Services Advocate

**Minimum Experience Required:**

No experience requirement provided.

**Job Description:**

The Victim Services program serves all victims with a special emphasis on domestic violence, sexual assault/abuse, and stalking. The incumbent will assist with the implementation and execution of direct services to victims provided at the LCOI office, Family Court, District Attorneys Office, Lewis County General Hospital, Child Advocacy Center, and other locations as necessary. Essential Job Functions: The following is a summary of the essential functions of this job. The incumbent may perform other duties, both major and minor, that are not mentioned below, and essential functions may change.

1. Provides direct services to victims, including Hotline counseling, crisis intervention, accompaniment to hospitals for medical examinations, follow-up, information and referrals, advocacy, accompaniment to criminal justice offices and court, transportation, safety planning, supportive counseling, assistance with filing Family Court Petitions, NYS OVS Claim Assistance, and safe dwelling placements.
2. Serves on-call on a rotational basis, completes on-call duties and checklist, and ensures the successful operation of the crisis hotline while on-call.
  - a. Assists with the recruitment, retention, scheduling, and training of hotline volunteers.
  - b. Maintains volunteer records and completes volunteer reports.
3. Assists with community education/outreach efforts, including monthly awareness campaigns.
  - a. Develops and presents educational and professional trainings to local schools, community groups, other human service agencies, etc.
  - b. Reviews and revises educational and outreach materials for the program.
  - c. Documents presentations and trainings, including collecting associated surveys.
  - d. Creates educational and informative social media posts to inform the community about various topics related to victimization.
4. Performs all aspects of Office of Victims Services.
  - a. Provides information to victims about NYS OVS services/benefits.
  - b. Determines eligibility and assists crime victims with filing NYS OVS claim applications
  - c. Completes monthly/quarterly reports as needed.
5. Assists in developing and facilitating domestic violence/sexual assault support groups as needed.
6. Assists with the various safe dwelling activities as assigned, including maintenance, cleaning, organization of donations and supplies, and supply purchases.
7. Maintains confidential case notes/records for any consumers receiving direct services.
8. Coordinates specialized grant-specific tasks as assigned. (i.e. VAWA, OVS, FFV)
9. Accurately inputs statistical data and generates reports as assigned.
10. Participates in various community focus groups or forums relevant to the Victim Services Program

mission. Required Knowledge, Skills and Abilities: Knowledge of agency programs and community services. Exhibit genuine empathy for victims and offer non-judgmental support. Utilize creative and innovative teaching methods. Travel as necessary to attend meetings, conferences and trainings relevant to the job. Communicate effectively and accurately carry out oral and written instructions. Work independently and in a team setting, with the ability to manage multiple priorities. Have a valid drivers license with acceptable driving record. 2. Acceptable Experience and Training: Possess a High School diploma or equivalent with a preference of relevant college coursework or experience directly related to the job requirements. Experience with Microsoft Word, Publisher, Excel and PowerPoint preferred. Completion of initial 60 hours of domestic violence/rape crisis training and ongoing continuing education thereafter. Application deadline is February 6<sup>th</sup>.

**Job Location:**

Lowville, New York

**Pay:**

\$16.00 - \$25.26 Hourly

**Benefits:**

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

**Hours per Week:**

Not specified.

**Duration:**

Full Time, Regular

**Work Days:**

Monday thru Friday

**Shift:**

Not specified.

**Public Transportation:**

Information not provided.

**Minimum Education Required:**

GED

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

To apply, contact the employer in person, by mail, by telephone, by fax, by email, or on-line:

Mathys, Scott

8265 State Rt. 812

Lowville, NY 13367

Phone: Mathys, Scott (315) 376-8202

Fax: Mathys, Scott (315) 376-8421

Email: [smathys@lcopps.org](mailto:smathys@lcopps.org)

Web-site: <https://www.lewiscountyopportunities.com/career-opportunities>