

EASTLAND COUNTY CRISIS CENTER INC.
EASTLAND COUNTY CHILDREN'S ADVOCACY CENTER

Job Description Form

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| Job Title | Family Advocate | |
| Reports to | CAC Program Director | Revised 10/20/2017 |
| Division/Department | Children's Advocacy Center | |

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| Level/Grade | | Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time | Hours <u>40</u> / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt |
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GENERAL DESCRIPTION

- ◆ Greets child victims and their non-offending caregivers upon their arrival
- ◆ Assists non-offending caregivers with intake paperwork, provide direct services, crisis intervention, explaining the process of an interview, and explaining their rights as victims
- ◆ Perform a mini-assessment of the families' unmet needs and makes the necessary referrals to other social services depending on the families' expressed needs
- ◆ Acts as an advocate for child victims and their non-offending family members by providing support and follow up services through face to face contact, phone calls, and letters in the appropriate time frames
- ◆ Maintain contact with victim and family throughout investigation phase and prosecution to inform them of the status of the case, upcoming meetings or court preparation, and support for victims and families
- ◆ Provide court advocacy, court preparation, and support for victims and families entering the legal system
- ◆ Assists families with gathering information for and filling out Crime Victim's Compensation paperwork and follows up on the completion and filing of such paperwork
- ◆ Speaks with non-offending caregivers about the availability of the CAC mental health services to all children and assist with the scheduling of in-house CAC mental health appointments
- ◆ Organize, maintain, and enter data in each client database and corresponding client files
- ◆ Coordination of child abuse investigations
- ◆ Facilitate multi-disciplinary team meetings and updating monthly multi-disciplinary team agendas and submitting such agenda to the team members in a timely manner
- ◆ Document all services provided to clients according to agency requirements and guidelines
- ◆ Maintain cases and institutional advocacy statistics
- ◆ Complete quarterly reports per grant requirements in a timely manner
- ◆ Assist with public education, professional trainings, and presentations as necessary
- ◆ Promote collaborative relationships within the community
- ◆ Provide transportation for clients to or from other services as needed
- ◆ Completing work within ethical standards, professional guidelines, and agency policies, including confidentiality and a victim-centered approach to services delivery
- ◆ Being available for hotline on-call hours each month
- ◆ Attend training to meet education requirements of the agency
- ◆ Complete any additional duties as assigned by CAC Program Director and Executive Director

WORK EXPERIENCE AND SKILL REQUIREMENTS

- ◆ Desire to provide advocacy service to victims
- ◆ Prefer work or volunteer experience in social work or related field
- ◆ Prefer bilingual Spanish/English abilities
- ◆ Proficiency and accuracy in data entry skills

EDUCATION REQUIREMENTS

- ◆ An associate's degree or bachelor's degree in field of social work, sociology, child development, or related is preferred

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| REVIEWED BY | <i>Title</i> |
| APPROVED BY | <i>Title</i> |