

Cameron County Children's Advocacy Centers, Inc.

Job Description



Location	Monica's House (Brownsville) and/or Maggie's House (San Benito)
Job Title	Family Advocate
Reports to	Executive Director

Type of position:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
<input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours ___40___ / week

GENERAL DESCRIPTION

The Family Advocate's primary role is to provide direct service to the child victim and their non-offending family members. The Family Advocate will assist the Forensic Interviewer, facilitate the communication and coordination among partner agencies; coordinate community services, and facilitate therapy and medical referrals as needed. The Family Advocate will assist the victim through all phases of the process from investigation to prosecution. In addition, the advocate may conduct forensic interviews upon request after having met the qualifications.

EDUCATION WORK EXPERIENCE AND QUALIFICATIONS

- Bachelor's Degree in Social work or related area is required. Every year of direct related experience in a similar position or function may substitute for formal education.
- CPS experience preferred.
- License in social work preferred.
- Knowledge of dynamics of child abuse.
- Knowledge of law enforcement, criminal, and civil court systems and how to liaison with these systems.
- Strong skills in public relations.
- Strong organizational skills.
- Ability to engage children of all ages in an interview-type setting and the ability to demonstrate this skill.
- Experience in maintaining a client and donor database is preferred.
- Bilingual language skills in English and Spanish are preferred.
- Ability to be a self starter, detail oriented, works independently and well under pressure, and able to maintain a mature attitude when dealing with conflict, disruptions, and time demands is desired.
- Strong written and verbal communication skills, with the ability to interpret written and oral instructions are desired.
- Excellent telephone etiquette is desired.

Location	Monica's House (Brownsville) and/or Maggie's House (San Benito)
Job Title	Family Advocate

Reports to Executive Director

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Provide direct services to child victims and their non-offending family members.
- Provide information and referral services.
- Works with caseworkers, police, and families to help acquire needed social services.
- Coordinates with therapist to schedule counseling services.
- Interfaces with the child and family during the interview process to help make them feel comfortable, explaining the investigative process, and providing referral information.
- Assist victim and family in completing and submitting Crime Victim's Compensation application. Performs status follow-ups on Crime Victim's compensation applications.
- Performs follow-up calls to victims and their families concerning referrals, scheduled appointments, and case status.
- Assist Forensic Interviewer in coordinating and videotaping interviews of children and/or family members. Serves as back-up to Forensic Interviewer to perform interviews.
- Consults with investigative team members before and after child abuse interviews.
- Coordinates and participates in weekly case staffing and reviews.
- Establishes and maintains case management files on each case in the system to ensure the completion of appropriate forms.
- Maintain client files, documentation of client progress, contact and services provided.
- Completes all appropriate statistical and case tracking paperwork
- Participates in the statistical reporting of information to grantors.
- Maintain confidentiality of all client information and other agency information as required.
- Testifies in criminal and/or juvenile court when needed to clarify information obtained during an interview with a child.
- Assists with presentations, community fairs, events, and tours of the center as needed.
- Keeps informed of the latest child abuse issues and interviewing techniques.
- Attends training as needed to develop professional skills.
- Performs general administrative duties i.e. typing, correspondence, answering telephones, greeting visitors, filing, updating forms and MDT protocols, etc.
- Assists in maintaining a clean and safe work environment.

Location	Monica's House (Brownsville) and/or Maggie's House (San Benito)
Job Title	Family Advocate
Reports to	Executive Director
	<ul style="list-style-type: none"> – Abides by all CCCAC regulations, protocols, and policies in the CCCAC Personnel Manual. – Perform other duties as required.

FOR EMPLOYEE ONLY:

I have read and understand this Job Description and have received a copy of it. I understand that my job performance will be based on my ability to meet these job responsibilities.

EMPLOYEE	<i>DATE</i>
SUPERVISOR	<i>DATE</i>