

Children's Advocacy Center

Job Title: Child Victim Advocate

Reports To: Executive Director

Position Description: This position contributes to the mission of the Children's Advocacy Center, Inc. by providing advocacy, crisis support and case management services to child victims of abuse and neglect and their non-offending families and caretakers.

Job Duties and Responsibilities:

- 10% Provide information and referrals regarding resources to clients
- 8% Assist clients in obtaining resources when appropriate
- 10% Greet clients and families upon their arrival to the center
- 3% Communicate with other professionals involved with the client/case as necessary
- 10% Retrieve and log all referrals upon receipt, including any clients who may have been formerly seen and are returning for services
- 3% Make appropriate referrals for follow-up services
- 5% Screen referrals to ensure they are in accordance with the mission of the center
- 10% Complete referrals received from clinical staff for case management
- 22% Conduct intake interviews with the non-offending family and/or caretaker
- 4% Maintain client contact log and turn in report weekly to Staffing Coordinator
- 4% Attend weekly case meeting
- 4% Attend weekly meeting with Clinical Director to discuss questionable referrals and completed intakes for assignment
- 7% Schedule counseling appointments

100% TOTAL

Experience Requirements: Two years in related field

Licensure Requirements: None

Educational Requirements: High School Diploma

JOB DESCRIPTION – VICTIM ADVOCATE/CASE MANAGER

DUTIES/RESPONSIBILITIES

The Victim Advocate/Case Manager will report to the Director of Child and Family Services and have the following duties and responsibilities:

- Take Intake Calls for the CAC.
- Schedule appointments for forensic interviews and medical exams for sexual abuse victims.
- Perform forensic interviews as needed, including arranging for other team members to be present during the interview.
- Bring new referrals needing therapy or other services to weekly staff meetings. Keep log of referrals and the disposition/outcome.
- Enter data about cases referred to the CAC into the computerized data base system.
- Track cases until they are finally adjudicated and/or closed to services.
- Gather and tabulate statistics on all victims of crime referred to the CAC for reports to funding sources including VOCA and NCA, and to use in securing grants and other funding.
- Provide information and case management to victims of crime and their families, including assistance in applying for Victim Compensation and referrals for and assistance in obtaining other needed services.
- Attend monthly multidisciplinary task force meetings for all counties referring to the CAC. Act as facilitator of county Task Forces, if needed. Keep team members informed of new cases and developments in existing cases.
- Follow-up on services identified as needed for cases brought up at each Task Force meeting.
- Provide coordination and collaboration with the District Attorney's office about cases pending Grand Jury and Trial.
- Keep families informed about status of criminal proceedings and provide support as needed.
- Provide, or arrange for, court preparation services for children having to testify in court.

QUALIFICATIONS

The Victim Advocate will have a minimum of a Bachelors Degree in Social Work or a related field and will have at least two years experience working with child abuse victims. The preferred candidate will also have training and experience in working with multidisciplinary teams, the court system, and in performing forensic interviews.

WORK SCHEDULE

The Victim Advocate will work at least forty hours per week. There may be times when the Victim Advocate will have to work more than 40 hours per week in order to satisfy all responsibilities.

COMPENSATION

The Victim Advocate will be paid a annual salary that will be commensurate with skills, experience, quality of work, and community standards. Fringe benefits will be offered as described in the Employee Policies and Procedures Manual.

SUPERVISION

The Victim Advocate/Case Manager will be supervised by the Director of Child and Family Services. If a problem cannot be resolved with the supervisor, the Victim Advocate may seek assistance from the CEO.