

## NCAC Family Advocate Duties

1. Family Advocate meets with MDT partners prior to child's FI following FI intake paperwork being completed by child's caregiver. FA will review relevant Pre-Interview information needed with MDT partners. FA meets with Caregiver to complete Pre-Interview. FA will confer with MDT partners following Pre-Interview.
2. FA will conduct a tour/orientation with the child and caregiver of the FI room and explain process.
3. Complete Crisis Interview with caregiver when child is having FI (make copy of completed crisis interview sheet and put copy in Kelli's box along with original child intake form) FA keeps copy of CI sheet to make follow up calls. Document all calls successful/unsuccessful in data system.
4. De-brief with MDT partners discuss any recommended referrals/needs for family.
5. Follow up calls scheduled: 24 hour, 2 weeks, 3 months and 6 months.
6. Meet with clients individually when needed or requested.
7. Complete therapy referrals from MDT/outside referral sources. FA contacts caregiver to offer therapy services and prepares for weekly referral meeting with Erica Hochberger, NCAC Clinical Supervisor and Paula Wolfteich, NCAC Clinical Director.
8. Meet with Crisis Walk-in clients.
9. Handle calls from caregivers/community/others with questions about child abuse system/NCA model. Handle calls from other FAs about the Family Advocacy Program.
10. Co-facilitate Caregiver support group with NCAC therapist
11. Provide community resource referrals when needed. Maintain current list of community resources/area therapists who provide Trauma Treatment.
12. Network, Organize and Facilitate Lunch and Learn In-Service programs with community providers, partners and referral resources.
13. Attend and participate in MDT TEAM meetings as scheduled.
14. Facilitate and Participate in NCAC Family Advocacy trainings when scheduled with Victim Advocate Trainings at NCAC.