



Denver Children's
Advocacy Center

JOB DESCRIPTION

Title: Bilingual Victim Advocate
Reports To: Forensic Interview Program Coordinators
Status: Full Time - Exempt

The mission of Denver Children's Advocacy Center is to prevent abuse, strengthen families and restore childhood. DCAC serves children who have been sexually abused, neglected, or traumatized by witnessing violence. We are one of 17 child advocacy centers in Colorado providing friendly, family-supportive services in one central location, or close by. Our goal is to ensure that every child in Denver and neighboring counties who has been traumatized by sexual abuse, or by witnessing homicide or domestic violence receives immediate, compassionate and effective investigation, assessment and, if needed, mental health treatment. DCAC never charges families for its services and we never place time limits on healing.

General Responsibilities:

It is the responsibility of all DCAC employees to support DCAC's mission and goals, to respect the confidentiality of all who come to us for assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly, empowering each other to excel at our work and to dedicate ourselves to inclusivity

Summary of Position

The Victim Advocate provides support for the Forensic Interview program at DCAC to ensure a continuum of services for children who have been victims of sexual abuse, domestic violence, neglect, or who have witnessed a homicide and/or other types of trauma. The focus of this position is to provide support, orientation and information to child victims of crime and to non-offending family members, and to coordinate services with partner agencies involved in the investigation and treatment of child abuse, neglect and trauma. The Victim Advocate reports directly to the Program Coordinators and is required to attend all staff meetings, forensic interview team meetings, supervision. This position is full time (40 hours per week, Monday through Friday), and requires flexibility.

This job description should not be construed to imply that the requirements listed are the exclusive standards of the position. Other tasks and responsibilities may be assigned as necessary.

Duties and Responsibilities

- Greets clients and families upon their arrival to the center
- Provides crisis intervention in person or phone line
- Provide emotional support to client and family

- Provides support, orientation and information about DCAC services to child victims of crime and to non-offending family members
- Provides information to non-offending family members about their rights as victims of crime, including victim compensation assistance and other community resources
- Maintains and enters data in the case tracking system
- Ensures services for victims are met through working partnerships with system victim advocates (i.e., Police and District Attorney Victim Advocates)
- Promotes stable and cooperative working relationships between all multidisciplinary team members and partner agencies, to include case review
- Attends interagency meetings, trainings and workshops pertinent to advocacy services as directed by supervisor
- Provides reception support including answering phones

Competency

To perform the outlined duties and responsibilities successfully, the person in this position should demonstrate the following competencies:

- Demonstrates integrity and professionalism managing confidential material and sensitive situations
- Demonstrates confidence in leadership and team-building ability
- Identifies and analyzes needs and applies resources effectively to meet those needs
- Communicates clearly and effectively in positive or negative situations
- Demonstrates respect and sensitivity for cultural differences
- Manages competing demands
- Continues to build on knowledge and skills
- Demonstrates persistence in meeting difficult challenges
- Evaluates and maintains all parent and community resource information that is distributed to families, and maintains a resource directory
- Maintains a clean, healthy and safe environment including keeping toys clean and sanitary and maintaining appearance of family waiting rooms

Qualifications

The requirements listed below are representative of the knowledge, skill and/or ability required to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in Social Work or related field
- Knowledge of child protection and criminal justice systems
- Able to communicate effectively with young children and adolescents
- Knowledge of child development, child abuse and the effects of child abuse
- Excellent written and verbal communication, computer and mediation skills
- Written and oral Spanish language skills
- Must pass background check

Benefits:

Salary based on experience and qualifications. Denver Children's Advocacy Center offers an excellent

compensation package with generous benefits.

Denver Children's Advocacy Center is an equal opportunity employer and seeks a diverse applicant pool. To apply for this position, please email your resume and cover letter by June 18th, 2019 with *Victim Advocate* in the subject line to HumanResources@DenverCAC.org or send by mail to:

Denver Children's Advocacy Center
ATTN: Human Resources
2149 Federal Blvd.
Denver, CO 80211