



FAMILY ADVOCATE

Job Description

(as of 5/1/2021)

TITLE: Family Advocate

DETAILS: 40 hours per week (exempt/salaried); reporting to the Executive Director

SALARY: \$42,000-\$44,000 / year (exempt/salaried) with full benefits (pay based on experience or additional skills such as being fluent in a second language, MSW, etc.)

SUMMARY: The Family Advocate works collaboratively with the child advocacy center team and key community partners in the multidisciplinary team (“MDT”) to provide a child-friendly, supportive environment for children and families impacted by violence, abuse, or neglect. This position requires daily contact with children and their families to assist in crisis support, safety planning, coping skills, legal advocacy, and community referrals. All work by the Family Advocate must be done through a lens of equity and inclusion. Brighter World is a program of Better Tomorrow and a sister program of Advocates of Routt County. Interested applicants should send a resume and cover letter to lisel@advocatesrc.org.

SKILLS: Background or education in the field of child abuse and neglect is strongly preferred. Employee must complete the family advocate training and requirements through National Children’s Alliance before working with any clients or their family. Employee must have knowledge of legal, social, and developmental aspects of working with children. Employee must have a passion for working with victims/survivors, social justice, and the fight to stop violence. It is paramount that the applicant is a team player, but also can work effectively on their own. Employee must embody the values of compassion, collaboration, empowerment, boldness, and equity.

DUTIES & RESPONSIBILITIES:

Advocacy for Clients

- Make all clients and their non-offending family members feel welcome and respected when they arrive at the center
- Complete client intakes, assessments, and other necessary paperwork
- Provide victims and their non-offending family members with crisis intervention and safety planning
- Provide victims and their non-offending family members with support, information, and referrals to other agencies for appropriate assistance from initial contact through disposition
- Provide victims support during a forensic medical exam
- Provide Legal Advocacy (assist with protection orders, navigating the criminal justice system, court accompaniment, etc.)



BRIGHTER WORLD

— CHILD ADVOCACY CENTER —

- Develop and coordinate ongoing support services to be offered or provided through the CAC
- Develop documents and materials for clients and their non-offending family members to better understand court processes and resources
- Maintain online and paper files for shelter clients
- Enter data and maintain client tracking system(s)
- Participate in ongoing training and annual continuing education as required for accreditation

MDT Support

- Participate as an active member of the multidisciplinary team
- Provide technical and operational support for MDT members before, during, and after forensic interviews and medical exams of victims
- Answer phone and emails from general inquiries, victim services questions, and MDT questions
- Actively participate in monthly Case Review meetings, presenting each case to the MDT

Outreach

- Develop and maintain working relationships with key community partners such as law enforcement, Department of Human Services, District Attorney's Office, forensic nurses, mental health specialists, and other community resources
- Help with community outreach presentations
- Help host booths at different community events for outreach, as needed
- In charge of social media pages for outreach

Other

- Maintain and improve child-friendly, safe, welcoming environment (maintain clean, healthy, and safe environment, keeping toys and family space clean and sanitary; shopping for snacks for children and families; identify needed items or needed replacements; make sure office up to NCA standards)
- Assist with Cultural Competency Plan
- Provide consistent evaluation of all services and programming provided to clients
- Identify and recommend changes or enhancements for for child advocacy center that are trauma-informed, survivor-centered, inclusive, and equitable
- Assist Executive Director with grant report requirements
- Assist with volunteer training
- Assist with program events and fundraisers, as needed and available
- Participate in local, state, and national groups, committees, and meetings that further agency or program's mission
- Other tasks as assigned by the Executive Director