

Job Description Family Advocate

Job Title: Family Advocate

Reports To: Director of Prevention and Intervention

Educational Requirements: Bachelors Degree in a related field and or proven experience

Required Qualifications

- The ability to work well with other disciplines.
- Ability to work independently as well as part of a team.
- Ability to organize and facilitate a multidisciplinary team.
- Must work effectively with individuals from various economic, social, and cultural backgrounds.
- Strong skills in public relations and negotiation.
- Assists in conducting training sessions with community professionals who require education about child abuse, CAC services, and the benefits of multidisciplinary case collaboration.

Preferred Qualifications

- Knowledge of the multidisciplinary team approach to investigation of child abuse and neglect victims and families.
- Knowledge of child abuse and neglect.
- Comprehensive understanding of community resources

Primary Description

Advocate for the needs and well-being of child abuse victims and their families. Provide initial on-site and follow-up services to non-offending caregivers of children alleging sexual and/or physical abuse. Coordinate appropriate referrals for services. Initiate follow-up contact to ensure the child and family have access to specialized resources to resolve issues related to victimization. Provide ongoing follow-up as needed with non-offending caregivers to provide emotional support and monitor additional needs or concerns. Develop and facilitate additional multidisciplinary teams. Assist in gathering, compiling, and entering statistical information into database.

Duties and Responsibilities

Responsibilities include, but are not limited to the following:

- Establish a relationship with the child and non-offending caregiver of children seen at the CAC. Evaluate services that would enhance the quality of life for the child.
- Provide support and information to parents of newly scheduled forensic interviews.
- Remain apprised of all community services available to the child and non-offending caregiver.
- Contact child/non/offending caregiver within five working days of the interview for follow up. Maintain follow-up contact(s) with victims and families; offering emotional support, information, and referrals to support family safety; monitor follow-up interactions between family and service providers.

- Distribute evaluation forms to all families of children interviewed by the center and process and maintain all returned evaluation forms. Prepare a report at the end of the year.
- When necessary, provide child care for interviews with multiple children.
- Attend all post-interview and scheduled case review sessions, being a voice for the child and non-offending caregiver.
- Act as liaison to the MDT by informing the MDT of significant issues and changes related to the case the child's well being.
- Prepare timely, thorough and accurate case notes of family advocacy sessions, including data collection, data entry, and maintenance of the computerized case tracking system.
- Provide regular updates to the Director on CAC cases.
- Facilitate the CAC/MDT meetings when CAC Director is unable to attend.
- Assist CAC Director with agendas for CAC MDT.
- Coordinate court advocacy with the _____ in the District Attorney's Office.
- Develop and facilitate multidisciplinary teams in surrounding counties.
- Attend conferences and workshops as determined by the CAC Director
- Assist with any other duties and attend meetings as requested by the CAC Director.