



Athens County Child Advocacy Center
444 W. Union Street
Athens, Ohio 45701
Phone: 740-566-4847
Fax: 740-566-4848
Website: www.athenscac.org

Position Title: Child and Family Advocate

Time Commitment: 30-40 hours a week

Reports to: CAC Executive Director

Compensation: Grant funded position, commensurate with experience

Responsibilities Overview:

Provide support, information and referral, advocacy, case management and other direct service activities to child survivors of sexual abuse and their non-offending family members. Coordinate collaboration with multidisciplinary team members including oversight and implementation of case review, case tracking, and data collection. Identify child survivors of abuse through community outreach and programming related to child safety and upholding the mission of the Athens County Child Advocacy Center.

Qualifications:

Education: Bachelor's Degree in health and human services field or other related fields. Master's degree preferred.

Experience: Minimum of two (2) years of direct service experience working with children and families in health and human services field preferred.

Job Duties:

Direct Service to Children and Families

- Be present for the child victim and non-offending guardian(s) or caregiver(s) of child victim while forensic interviews and medical evaluations at the CAC are taking place. Provide crisis intervention, emotional support and guidance.
- Complete a needs assessment with the family.
- Provide emotional support, education regarding child abuse, and advocacy to families and children who are clients of the CAC.
- Educate child, non-offending parent/caregiver and family members about the investigation/assessment, prosecution and therapy processes.
- Provide court advocacy to children who do not have either a Court Appointed Special Advocate or a Victim's Advocate from the Prosecutor's Office.
- Provide transportation to court, counseling and medical appointments, or other needed services based the needs assessment and plan other needs for the child.
- Assist client families in filling out Victim Compensation forms.
- Assist client and families in completing victim impact statements.
- Providing linkage and referrals to mental health counseling, medical appointments and other community services.
- Assist in reducing barriers to community resources and services.

- Maintain monthly contact with the family through phone calls and/or face to face visits to evaluate progress towards goals and ensure child is receiving comprehensive services.
- Document all contact with family, their goals, needs and progress towards goals.
- Follow confidentiality rules in maintaining files and communication.
- Update families and team members on case status and outcome.
- Maintain contact with supervisor no less than once a week to communicate current activities and families served.

Multidisciplinary Team Management

- Coordinate, attend, effectively facilitate and participate in MDT meetings in conjunction with the Executive Director.
- Keep MDT members and Executive Director informed of the family and victim's needs and concerns and act on behalf of the victim with other service providers, and work with the MDT team to advocate for the victim.
- Gather information from team members.
- Update MDT procedures and protocols to continuously strive to improve services for the victim and their families.
- Input/update computer tracking system of client data and contacts.
- Maintain client files.
- Compile agendas and case summary for MDT meetings.
- Maintain client contact statistics as required by funding sources.
- Coordinate professional training for MDT and CAC staff or volunteers.
- Assist in continued development of protocols and interagency communication.
- Collect information for and assist in submitting monthly grant reporting.
- Prepare agenda and MDT meeting minutes in advance of scheduled meeting times and distribute to members.

Volunteer/Intern Management

- Interview prospective volunteers in conjunction with the Executive Director.
- Participate in training agency volunteers.
- Assist in scheduling of volunteer activities and service hours.
- Supervise volunteers and interns through all aspects of agency programming.
- Complete evaluations for interns.

Outreach

- Identify crime victims through community outreach and programming related to child safety and the mission of the CAC.
- Provide families with support, resources and educational materials.
- Develop and implement curriculum for school and community outreach efforts.
- Attend trainings to remain up to date on current research and best practices to be utilized in CAC programming.
- Develop outreach tools and resources to utilize for community and school trainings and presentations.
- Develop and construct age appropriate resources and activities to be utilized in outreach measures to help foster discussion and disclosure.

Other

- Participate in weekly supervision with the Executive Director.
- Some on-call responsibilities may be necessary. Weekend and evening hours are required at times. Must be willing to work flexible hours.
- Must have access to a vehicle, possess a valid driver's license and proof of insurance.
- Pre-employment background check required.
- Assist with other CAC duties as required by the Executive Director.

Required Knowledge, Skills and Abilities:

- Understanding of child abuse; long and short term effects on children and families, emotional and safety needs of child victims and effects on the family; trauma informed care.
- Experience working with children and families.
- Knowledge of child abuse and its impact on children.
- Knowledge of child developmental stages and demonstrated ability to utilize this knowledge to communicate with children.
- Knowledge of child protection, police, and the court system.
- Prior experience with human/victim services.
- Ability to establish rapport and maintain positive relationships with children and adults.
- Ability to work both as a team member and independently.
- Ability to maintain confidentiality and ethical standards.
- Possess critical thinking skills.
- Requires excellent interpersonal, written and verbal communication skills.
- Knowledge of the criminal justice system.
- Knowledge and understanding of community resources.
- Ability to resolve conflict.
- Ability to be flexible and adjust quickly to a changing schedule.
- Ability to be organized and attend to details.
- Ability to work in a sometimes stressful work environment with difficult subject matter.

How to Apply:

Please submit the following to Melissa Greenlee, the Executive Director of the Athens County Child Advocacy Center via email: greenlee@athenscac.org:

1. Cover Letter
2. Resume
3. Three (3) Professional References

Applications will be accepted until position is filled. For full consideration, submit all documentation by Friday, December 28, 2018.

The Athens County Child Advocacy Center is an Equal Opportunity Employer.