**The Martin House Children’s Advocacy Center**

**Job Description**

**POSITION TITLE: Child & Family Advocate**

**REPORTS TO: Program Director**

**SCHEDULE: Full Time; Non-Exempt (Hourly)**

**JOB DESCRIPTION:**

Child and Family Advocates play a critical role in helping children who are victims of abuse by supporting non-offending caregivers during abuse investigations so that caregivers can act responsibly to protect their children. The Child & Family Advocate connects non-offending caregivers with a broader support system, educates the family about the legal and child protective systems, and empowers caregivers to rebuild safe and stable homes. Advocates must possess a working knowledge of social service agencies and support services available in Gregg, Harrison, and Marion Counties, demonstrate excellent interpersonal and communication skills, maintain strict confidentiality standards, have strong organizational abilities, and exhibit professional and ethical values at all times. Cross-cultural awareness and sensitivity in the performance of all duties is required. The person in this position also tracks client statistical data, consults regularly with members of the multidisciplinary team, and participates in monthly case review team meetings to ensure the child and family’s needs are being met. Evening and weekend hours may be required occasionally.

**DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

* Guide client families through the investigative process, encourage their participation in services, and help them understand their rights as crime victims;
* Formulate appropriate intervention strategies to improve a family’s coping skills during the child abuse investigation and prosecution process;
* Identify and make every attempt to meet the needs of children and families who may be in crisis;
* Educate non-offending caregivers about the dynamics and possible long-term consequences of child abuse;
* Assess family needs and encourage children and non-offending caregivers to participate in recommended services and counseling;
* Provide information and assistance with completing Crime Victims Compensation or legal aid applications;
* Serve as a liaison between the family and multidisciplinary team members as needed;
* Assist multidisciplinary team members in identifying client needs and providing recommendations;
* Schedule appointments for children and families to participate in counseling or other services;
* Represent the child and family’s best interests at multidisciplinary team case review meetings;
* Accompany children and families to court or other appointments as necessary;
* Attend local, out-of-town, or overnight advocacy training and peer review meetings as needed;
* Maintain client files and statistical databases to document appropriate information and case progress;
* Participate in community awareness and abuse prevention events when necessary;
* Data entry, filing, answering phones, and general office duties;
* Other duties as assigned by the Program Director or Executive Director

**MINIMUM REQUIREMENTS:** Bachelor’s degree from an accredited college or university with emphasis in child development, psychology, social work, human services, or related field. Experience within a Children’s Advocacy Center or Child Protective Services setting is highly preferred. Basic knowledge of child development, abuse dynamics, and child protection and legal systems required. Must possess excellent mediation skills and relate/communicate well with people of diverse ages, races, and backgrounds. Must maintain cooperative working relationships with co-workers and multidisciplinary team members and ensure strict confidentiality of agency and client information. Detail oriented and organized self-starter with excellent computer and data-entry skills. **Bilingual (English/Spanish) preferred**. Must pass a thorough criminal background investigation and be available to travel out-of-town for training or other work-related purposes.

**TO APPLY:**

Interested candidates should email a résumé and cover letter to roxanne@themartinhousecac.org. Candidates fluent in speaking, reading, and writing grammatically-correct Spanish are encouraged to apply. No phone calls or in-person requests for interviews please. The Martin House Children’s Advocacy Center is an equal-opportunity employer.

***Mission Statement***

*The mission of The Martin House Children’s Advocacy Center is to ensure that every child*

*who is a victim of abuse and comes to our center has an opportunity to be heard, feel protected,*

*and receive services that are vital to his or her continued safety and future well-being.*

***Core Values***

*The Martin House CAC believes no one should fight abuse alone. We are committed to:*

* *Providing compassionate, trauma-informed services for children;*
* *Embracing teamwork and diversity*
* *Engaging others in abuse-prevention and intervention efforts;*
* *Maintaining the highest standards of integrity and excellence.*