

Dunebrook Inc.
Job Description

Job Title: Family Advocate

Reports To: Child Advocacy Center Director

FLSA Status: Exempt

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Prepared Date: 01/17/2018

Approved By: Jeanne Ann Cannon

Approved Date: 01/17/2018

Summary of the advocacy and support services is to meet the needs of children and their non-offending family members in a way that reduces trauma and disruption, and enhances positive outcomes. Provides information to the families, and assists families in obtaining the services needed.

Essential Duties and Responsibilities include the following. Other duties may be assigned,

Establish contact with and provide support for victim and family at the multi-disciplinary team interviews,

Provide crisis intervention for victims and families referred to the Child Advocacy Center,

Coordinate and support victim and family with medical evaluations and/or mental health services as needed,

Maintain contact with victim and family throughout investigation phase and prosecution to inform them of the status of the case, upcoming meetings or court dates, assessing needs of family and victim, understanding appropriate Indiana State Statutes for victim's case, etc,

Prepares victims for court appearances, hearings, depositions, trials and victim impact statements,

Serves as liaison between victims and Department of Child Services, Prosecuting Attorneys and law enforcement agencies,

Provides ongoing support to victims and families,

Maintain tracking of all Child Advocacy Center cases that enter the court system,

Provide assessment of client needs and develop a plan to meet the needs for clients and families referred to the Child Advocacy Center, in conjunction with other service providers,

Assisting families to access Violent Crime Victim Compensation Funds as needed,

Identifies community resources, participate in communication and coordination of services with other internal or external providers,

Document all services provided to clients according to agency requirements and guidelines,

Follows up with family to determine satisfaction with referral sources,

Maintains referral lists for supportive services within the region,

Participates in all team review meetings,

Attend regularly scheduled supervisory meetings with program director,

Attend monthly staff meetings,

Work a flexible schedule as required by responsibilities of the position,

Work collaboratively to promote and participate in positive public relations and public education,

Attend and be trained in forensic interviewing, with consistent forensic interview training by the Director of CAC, in order to build expertise. Conduct forensic interviews as in a backup situation.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and be able to attend required trainings/meetings, have a valid driver's license with proof of minimum state required auto insurance, and successfully pass a criminal history check.. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree in Human Services field plus two years of experience in the field of children services, including sexual abuse and/or victim advocacy; experience with family services that embrace the concept of family-centered and strength-based service provision; knowledge of concepts of child abuse and neglect; experience providing services to culturally diverse communities/families and the ability to be culturally sensitive and appropriate.

Other Related Skills

Knowledge of and sensitivity to family systems and child victimizations. Strong communication skills. Ability to effectively interact and function as a team member with a variety of disciplines including law enforcement, social services, the state's attorney's office, mental and medical health professionals, and school personnel. Knowledge of community resources.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to individuals with disabilities to perform the essential functions;

Ability to travel as required, must have a valid driver license and dependable transportation;

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate, handle, or feel; and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk, climb stairs, or balance. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus, distance vision, peripheral vision, and depth perception.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Dunebrook is an equal opportunity employer and does not discriminate in the recruitment, employment, promotion, or transfer of qualified personnel, or in the administration of personnel practices based upon age, sex, race, ethnicity, nationality, handicap, or religion.

The job description focuses on the essential function on the position. Other duties may be assigned from time to time. To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees are required to pass a criminal background check on an annual basis and provide assurance of current driver's license and auto insurance.

Employee's Signature: _____ Date: _____

Child Advocacy Center Director: _____ Date: _____

Executive Director Signature: _____ Date: _____