



Job Title: Family Advocate

Job Description: Full-Time

Mountain Child Advocacy Center, Inc. has an immediate opening for a Family Advocate at our NCA accredited Child Advocacy Center in Asheville, NC.

Position Summary:

- Serves as the primary liaison between the Child Advocacy Center (CAC) and caregivers for child, adolescent, and adult victims/witnesses seen at the CAC, assessing and addressing - through referrals to appropriate community resources - information, support and service needs, including but not limited to, mental health services, daily needs services (housing, food, insurance, etc). Coordinate services with MDT members and community providers.
- Will be case responsible for attending forensic exams, regular contact with family, crisis response and case follow up. Work closely with Mission's Child Safety Team.
- Provide coordination and collaboration with the District Attorney's office about cases pending Grand Jury and Trial. Prepare child and family for court process and testifying.
- Serves as a member of the Multidisciplinary Team (MDT), providing information and insight and advocating for the best interests of the child and family throughout the investigation.
- Serves as the coordinator of the Multidisciplinary Team (MDT), scheduling case review meetings and preparing the agenda.
- Responsible for maintaining client profile/case database and using such to prepare statistical reports for grantors, staff, and Board of Directors.
- Coordinates Non-Offending Parent (NOP) support group including volunteers that provide childcare and meals.
- Responsible for preparing or coordinating volunteers to prepare client care bags and information packets.
- Position will be full time with some evenings and weekends required to meet scope of services provided.

Education Requirement:

- Master Degree or Bachelor Degree plus two (2) years of experience in a human services field, such as social work, mental health or related field.

Knowledge and Experience Preferred:

- Knowledge and/or experience of the MDT approach to the investigation, intervention and prosecution of child abuse cases
- Knowledge and/or experience of the dynamics of child physical and sexual abuse and impact child maltreatment has on child victims and family members
- Knowledge and/or experience in the child abuse, child protection, crime victim advocacy and

services fields

- Knowledge of mental health and social service resources in the local community
- Experience working with children and families who may have experienced trauma and the ability to discuss difficult subjects with children and their caregivers.
- Experience providing crisis intervention and identifying, accessing, and coordinating community mental health and social service resources for children and families
- Proficiency with Microsoft Windows Operating Systems, Word, Excel, Access, PowerPoint, Outlook, and Adobe
- Experience in keeping HIPAA compliant client and case records

Special Considerations:

- The Family Advocate must be emotionally prepared, on a daily basis, to interact with alleged child abuse victims and their families in a professionally compassionate manner.
- The Child Advocacy Center offers a rewarding job experience in a supportive, professional team environment.
- The Child Advocacy Center is an equal opportunity provider of employment and services and will not discriminate on the basis of race, color, national origin, ancestry, religious creed, sex, age, disability or veteran status.
- Spanish bilingualism is a plus.

Salary Range: \$30,000 - \$40, 000 based on experience.

To Apply:

- Send Cover Letter and Resume to the attention of Amy Purdy, Assistant Director at Advocacy@MtnCAC.org with the subject line “Family Advocate”.
