

Lincoln County Coalition Against Child Abuse and Child Advocacy Center

Date: May 21, 2019

Position Title: Victim/ Non-offending Family Advocate

Main functions: Provide victim services by initiating and maintaining supportive contact with the child victims, non-offending caregivers and family members, law enforcement, DSS, medical providers and mental health providers through possible adjudication involving child abuse. Interact with professionals from other disciplines and agencies involved in abuse investigations. Be knowledgeable of victim rights and services available for the victims and family members. Assist as needed in other duties of the Child Advocacy Center.

Reports to: Executive Director

Duties: In order to maintain consistency with the National Children's Alliance Standards for Accreditation and the National Child Advocacy guidelines for Victim Support and Advocacy, the following responsibilities/duties are required of the Advocate:

- Establish initial contact with families/victims and coordinate initial interview with Law Enforcement and/or Department of Social Services.
- Provide follow-up monthly and as needed documentation of contact/services for victims and non-offending family members throughout and until the case is closed
- Greeting and orientation of victim/family to the CAC.
- Gather demographics as they pertain to the client/family
- Provide education about the multi-disciplinary process and response.
- Assess needs of the family and provide resources.
- Possess knowledge of services available for victims including Victims Compensation and Victim's rights
- Provide referrals for mental health and/or medical evaluations
- Provide education regarding the dynamics of abuse in a group setting
- Develop and maintain constant communication link with law enforcement, DSS, medical and mental health as information is needed or becomes available.
- Provide updates to families on case status.
- Provide updates to Law Enforcement, Department of Social Services & Mental Health
- Assess victim/family's attitude and feelings about participation in the investigation and prosecution
- Provide court education/support and accompaniment
- Follow the case through possible adjudication, keeping the victim and family up to date
- Maintain and oversee tracking of all CAC client data and provide reports as needed through NCATrak/carenet
- Assist Executive Director with organizing and/or providing orientation and training for the community in line with the cultural competency standards of the CAC
- Attend regularly scheduled MDT meetings, board meetings as necessary and any community meetings as they pertain to services provided by the CAC
- Possess knowledge of Child Medical Evaluation Program guidelines as it pertains to victims. Assure appropriate agency billed.

- Possess working knowledge of CAC Medical Equipment, provide training to others on use and operation.
- Create/maintain client files
- Create, develop and/or update procedures in compliance with employment laws
- Create posters/tickets/flyers and other advertising media.
- Carry out other responsibilities as they are developed or as assigned by the Executive Director

Qualifications:

- Minimum 4yr Degree in human service related field preferred
- Demonstrated verbal and written communication skills
- Working knowledge of computers, as well as Microsoft office
- Detail Oriented with good follow through
- Possess a valid driver's license
- Must be at least 21 years of age
- Ability to work in a stressful environment and keep own emotions under control

Skills Required:

- Computer skills, including Microsoft Word, Excel, PowerPoint, Publisher, Outlook, Access
- Communication skills
- Ability to listen and provide constructive feedback
- Flexibility, willing to travel
- Self-starter
- Ability to learn and continuously improve skills

Physical Requirements

- Candidate must have the ability to lift and/or move up to 25 lbs. Must be able to stand, sit, walk, and use arms, hands and fingers to reach/feel. Talk, walk and hear.
- Must be at least 21 years of age
- Possess a valid driver's license
- Must submit to thorough criminal background check and drug screening as required
- Ability to sit long period of times
- Frequently required to use and operate a computer
- Frequently required to type and use a keyboard
- Occasionally required to work in outdoor environments for long periods of time