

**EASTLAND COUNTY CRISIS CENTER INC.  
EASTLAND COUNTY CHILDREN'S ADVOCACY CENTER**

Job Description Form

Job Title	<b>Victim Services Specialist - One</b>	
Reports to	CAC Program Director	Effective August 10, 2021
Division/Department	Children's Advocacy Center	

Level/Grade	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer	Hours <u>40</u> / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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**GENERAL DESCRIPTION**

- ◆ Serve as a Family Advocate on assigned cases providing assistance to child victims and non-offending caregivers with agency services as needed (see page 2 for additional information about Family Advocacy services)
- ◆ Perform Forensic Interviews on assigned cases using established protocols and standards (see page 2 for additional information about Forensic Interviewer protocols and responsibilities)
- ◆ Document and enter in data from services provided to clients according to agency requirements and guidelines
- ◆ Organize, maintain, and oversee client database, retention, and corresponding files including Statewide Intakes (SWI)
- ◆ Maintain and provide institutional advocacy statistics for grant reporting requirements in a timely manner
- ◆ Assist with community education and presentations as necessary
- ◆ Promote collaborative relationships within the community
- ◆ Complete work within ethical standards, professional guidelines, and agency policies, including confidentiality and a victim-centered approach to services delivery
- ◆ Be able to be on-call several times per month for emergency forensic interviews and adult victim services
- ◆ Attend training to meet education requirements of the agency
- ◆ Complete any additional duties as assigned by CAC Program Director and Executive Director

**WORK EXPERIENCE AND SKILL REQUIREMENTS**

- ◆ Desire to be professional and to provide the best service to victims
- ◆ Prefer work or volunteer experience in social work or related field
- ◆ Prefer bilingual Spanish/English abilities
- ◆ Proficiency and accuracy in data entry skills

**EDUCATION REQUIREMENTS**

- ◆ An associate's degree in social work, sociology, child development, criminal justice, or related field is required
- ◆ A bachelor's degree in social work, sociology, child development, criminal justice, or related field is preferred
- ◆ Applicable work experience may replace education requirements.

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>

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<b>FAMILY ADVOCACY TASKS INLCUDE, BUT ARE NOT LIMITED TO:</b>
<ul style="list-style-type: none"> <li>◆ Greet child victims and their non-offending caregivers upon their arrival</li> <li>◆ Assist non-offending caregivers with intake paperwork, provide direct services, crisis intervention, explaining the process of an interview, and explaining their rights as victims</li> <li>◆ Perform a mini-assessment of the families' unmet needs and makes the necessary referrals to other social services depending on the families' expressed needs</li> <li>◆ Acts as an advocate for child victims and their non-offending family members by providing support and follow up services through face to face contact, phone calls, and letters in the appropriate time frames</li> <li>◆ Maintain contact with victim and family throughout investigation phase and prosecution to inform them of the status of the case, upcoming meetings or court preparation, and support for victims and families</li> <li>◆ Provide court advocacy, court preparation, and support for victims and families entering the legal system</li> <li>◆ Assist families with gathering information for and filling out Crime Victim's Compensation paperwork and follows up on the completion and filing of such paperwork</li> <li>◆ Speaks with non-offending caregivers about the availability of the CAC mental health services to all children and assist with the scheduling of in-house CAC mental health appointments</li> <li>◆ Provide transportation for clients to or from other services as needed</li> </ul>
<b>FORENSIC INTERVIEWERS ARE REQUIRED TO:</b>
<ul style="list-style-type: none"> <li>◆ Use established protocol to conduct forensic interviews with children or developmentally delayed adults who are alleged victims of abuse or witnesses to violent crimes</li> <li>◆ Testify in criminal/juvenile/civil court when subpoenaed</li> <li>◆ Attend forensic interview peer reviews at least twice per fiscal year</li> </ul>
<b>CAC CASE ASSIGNMENTS WIL:</b>
<ul style="list-style-type: none"> <li>◆ Be determined by the CAC Program Director or the Executive Director</li> <li>◆ Have one fully trained individual as either a Family Advocate OR the Forensic Interviewer for a family.</li> <li>◆ Be made in accordance to existing case load, staff experience, availability of staff members, and any child, family, or investigation factor</li> </ul>

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