

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

Job Description Form

Job Title	CAC Advocate/ Forensic Interviewer	
Reports to	Program Director	Revised 05/09/2024
Division/Department	Children's Advocacy Center	

Level/Grade	Type of position:	Hours ___40___ / week
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

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
- ◆ 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 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

- ◆ A bachelor's degree in social work, sociology, child development, criminal justice, or related field is preferred.

ADVOCACY TASKS INLCUDE, BUT ARE NOT LIMITED TO:

- ◆ Greet child victims and their non-offending caregivers upon their arrival
- ◆ Assist non-offending caregivers with intake paperwork, provide direct services, crisis intervention, explaining the process of an interview, and explaining their rights as victims
- ◆ Perform a mini-assessment of the families' unmet needs and makes the necessary referrals to other social services depending on the families' expressed needs
- ◆ 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
- ◆ 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
- ◆ Provide court advocacy, court preparation, and support for victims and families entering the legal system
- ◆ 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
- ◆ 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
- ◆ Provide transportation for clients to or from other services as needed

FORENSIC INTERVIEWERS ARE REQUIRED TO:

- ◆ Use established protocol to conduct forensic interviews with children or developmentally delayed adults who are alleged victims of abuse or witnesses to violent crimes
- ◆ Testify in criminal/juvenile/civil court when subpoenaed
- ◆ Attend forensic interview peer reviews at least twice per fiscal year
- ◆ Maintain and analyze cases and institutional child abuse statistics and trends

- ◆ Prepare reports on outcome measurements
- ◆ Assist Program Director with quarterly reports per grant requirements
- ◆ Promote collaborative relationships within the multidisciplinary team and the community
- ◆ Completing work within ethical standards, professional guidelines, and agency policies, including confidentiality and a victim-centered approach to services delivery

COMPENSATION AND BENEFITS:

- Competitive salary (commensurate with experience) that is fully funded by grants.
- Grant funding is not guaranteed but is expected to continue for this position.
- Agency paid individual health benefits, retirement (5%), and reimbursement funds for cell phone and work-related travel
- Thirteen paid holidays off, 12.5 hours per month of PTO
- Normal Business Hours (8am-5pm); 40 hours a week
- Work environment: Individual office space in building with approximately eight-ten other employees. Some outside work for community outreach events.
- Travel requirements: Requires occasional travel for training and/or client services. Mileage for work related travel and training costs are pre-paid or reimbursed by the agency.
- On-call responsibilities: Serves on-call approximately five weekdays and one weekend a month; Must be willing and able to work after 5:00 pm and/or on weekends for client emergencies.
- Criminal background, child abuse, and sex offender registry checks are required for all staff and volunteers. Individuals who have a finding, charge, or conviction of family violence, sexual assault or abuse, and/or child abuse are not eligible for hire.
- Direct service delivery and any other required training is provided by the agency free of charge
- All staff and volunteers are subject to mandatory reporting laws, HIPAA, confidentiality, and other applicable laws, standards, and grant requirements relating to the investigations and direct service delivery requirements for victims of domestic violence, sexual assault, and child abuse.
- Must have a valid driver's license and maintain current auto insurance
- Subject to initial 90-day probationary period followed by periodic and scheduled reviews

REVIEWED BY

Title

APPROVED BY

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