

POSITION: Family Advocate

REPORTS TO: Program Director

GENERAL RESPONSIBILITIES: The Family Advocate (F.A.) works directly with alleged child victims, their non-offending families, Child Protective Investigators, Law Enforcement Officers, and District Attorneys, along with other Multidisciplinary Team (MDT) Members. The F.A. must assure coordination of services for the benefit of children and their families. The F.A. must also understand the purpose, function of the PRCAC, and be knowledgeable of existing policies and procedures.

Typical work hours include Monday – Friday 8:00 a.m. – 5:00 p.m. F.A. must be available to work a rotating on-call schedule.

POSITION RESPONSIBILITIES:

- Assess family's need of services, information and referral, and community resources.
- Provide education for families regarding the dynamics of child abuse.
- Work with MDT members to identify service gaps for each child and family.
- Act as a liaison for client questions/concerns regarding their involvement in investigative or service processes.
- Assist in maintaining records of services provided.
- Provide information and support for the Crime Victims Compensation Process and TX VINE as applicable.
- Work with interns to secure needed services for child and family.
- Provide encouragement and support to victim family to use services/programs recommended.
- Perform job duties in accordance with professional ethics and organizational policies and procedures.
- Effectively work with others in a team environment and maintain composure in high stress situations.
- Demonstrate professionalism and excellent interpersonal skills with clients, co-workers, and MDT members.
- Participate in regular peer review and supervisory review sessions in which job proficiency is assessed.
- Provide individual supportive guidance and case management training for intern victim advocates.
- Provide court education and accompaniment as needed for children and families.
- Adherence to confidentiality policy

Other duties as assigned by the PRCAC Executive Director and Program Director

Qualifications

At a minimum, the F.A. will have:

- Bachelor's degree in human services field required; degree in social work preferred.
- Minimum one-year experience in nonprofit, volunteer services, or victim advocacy.
- Strong organizational, written and verbal communication skills.
- Possess tact, good judgment, flexibility and ability to work with other agencies in a team setting.
- Desire to work in a child-abuse/victimization field
- Proficient in Microsoft Office- Word, Excel, Publisher and Power Point.
- Demonstrated knowledge of child abuse and neglect
- Ability to understand and abide by the confidentiality requirements and procedures related to working in an environment such as the Children's Advocacy Center
- Demonstrated commitment to on-going cross disciplinary education and openness to supervisory feedback
- Successfully completed a CPS and criminal history background check
- Spanish speaking ability (preferred)

Send Resumes to resumes@paluxyrivercac.org