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| <b>Job Title</b>        | Bilingual Services Specialist  |
| <b>Employer/ Agency</b> | Child Advocates of Fort Bend – Children’s Advocacy Center  |
| <b>Job Description</b>  | <p>Provides assistance to Spanish speaking children and non-offending family members of the Children’s Advocacy Center in various capacities. Position is responsible for criminal court advocacy, long term case management, community outreach and education, and other assistance to Spanish speaking clients.</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Provide information and updates on the status of the court case, and support to children and their parents or caregivers.</li> <li>• Conduct home visits with children in preparation for court.</li> <li>• Provide accompaniment to children and their families to the District Attorney’s Office.</li> <li>• Provide age-appropriate court orientation to children who may testify in court.</li> <li>• Provide court accompaniment for children and families.</li> <li>• Ensure that families are referred to appropriate health and social service agencies to obtain additional services as needed.</li> <li>• Assist families with applications for Crime Victims’ Compensation.</li> <li>• Participates in multi-disciplinary team review meetings concerning CAC clients</li> <li>• Provides crisis intervention services to parents whose children are alleged to have been abused</li> <li>• Assists Children's Protective Services, law enforcement and other professionals with information that will benefit the child victim</li> <li>• Inform families of case progress and serve as a liaison between families and partner agencies including the District Attorney’s Office</li> <li>• Ongoing case management and follow up with families</li> <li>• Documentation of all case activities</li> <li>• Assist in maintaining records of services provided</li> <li>• Identifies Spanish speaking resources</li> <li>• Responsible for developing and implementing a plan to community education to Spanish speaking community</li> <li>• Assists in developing other appropriate services for the Spanish speaking community</li> <li>• Assist Child Advocates of Fort Bend (CAFB) in volunteer recruiting and training efforts</li> <li>• Participate in CAFB Teams as required</li> <li>• Other duties as assigned by the Program Director</li> </ul> |
| <b>Qualifications</b>   | Bachelor’s degree. Must be bilingual in English and Spanish. Experience in service delivery to children and families. Knowledge of child abuse dynamics. Professional demeanor. Good attention to detail. Exhibits initiative and flexibility. Public speaking skills a plus.  |

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| <b>Salary/Hours</b>       | Commensurate with experience                         |
| <b>Employer/Agency</b>    | Child Advocates of Fort Bend                         |
| <b>Address</b>            | 5403 Avenue N  |
| <b>City, State, Zip</b>   | Rosenberg, TX 77471                                  |
| <b>Contact Person</b>     | Fiona Remko, LCSW                                    |
| <b>Contact Title</b>      | Children's Advocacy Center Director                  |
| <b>Telephone Number</b>   | 281-344-5112   |
| <b>Fax Number</b>         | 281-344-5281   |
| <b>Email Address</b>      | <a href="mailto:fremko@cafb.org">fremko@cafb.org</a> |
| <b>Application Method</b> | Please submit resume and cover letter by email       |
| <b>Opening Date</b>       | Immediate  |

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