

Job Title	Bilingual Interviewer/Children's Services Coordinator
Employer/ Agency	Fort Bend Children's Advocacy Center
Job Description	Responsible for interviewing child victims of sexual and serious physical abuse who are brought to the Fort Bend Children's Advocacy Center by law enforcement or children's protection investigators. These interviews are highly specialized and gather information needed by law enforcement and Children's Protective Services investigators. Interviews are conducted in a manner that takes into account how children experience the investigative process and their developmental age. Other areas of responsibility include: coordinating team efforts, case tracking documentation; providing crisis support and intervention to families of children being interviewed at the Center; overseeing follow-up contacts with families and; providing referrals to families to meet their needs. Services are provided in English and Spanish.
Qualifications	<ul style="list-style-type: none"> • Bachelor of Social Work or related field (psychology, child development, sociology), preferably specializing in children's issues. A Master's level candidate is preferred. • bilingual in Spanish is required • minimum of two years direct work experience with victims of sexual and physical abuse • working knowledge of the dynamics of child abuse, the ability to establish rapport with clients and other professionals, an objective attitude, patient demeanor, strong organizational skills, and knowledge of child development • able to work in a multi-disciplinary setting • strong verbal and written communications skills, ability to communicate effectively over the phone • ability to project a positive image in court room testimony • must be able to participate in an evening and weekend on call program • valid Texas Driver's License • willingness to submit to a child abuse background check (civil and criminal) • willingness to work in a smoke and drug free environment • proficient in the use of Microsoft Word, Excel and Outlook • Bending, stooping, reaching and other movement required in dealing with children. Lifting of office materials (up to 20 lbs) • Willingness and ability to travel
Salary/Hours	Commensurate with experience

Employer/Agency	Child Advocates of Fort Bend
Address	5403 Avenue N
City, State, Zip	Rosenberg, TX 77471
Contact Person	Fiona Remko, LCSW
Contact Title	Children's Advocacy Center Director
Telephone Number	281-344-5112
Fax Number	281-344-5281
Email Address	fremko@cafb.org
Application Method	Please send cover letter and resume to Fiona Remko
Opening Date	05/15/18

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