

Job Title	Family Advocate
Employer/ Agency	The Crisis Center - Children's Advocacy Center
Job Description	<p>The Family Advocate provides comprehensive victim support services to children and their non-offending family members that have been impacted by trauma, abuse, and neglect as well as provides prevention of child sexual abuse trainings to adults.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Serves as the liaison between children's advocacy center clients and other members of the multidisciplinary team • Assists non-offending caregivers with the intake process, which includes crisis intervention, assessing family needs and making appropriate referrals, explaining the forensic interview process, the coordinated MDT response to allegations of child abuse, the dynamics of child abuse, information on Crime Victim's Rights, and provides information on the availability of mental health services • Ensures every family completes the Outcome Measurements System survey at the conclusion of the initial intake • Assists with the scheduling of medical exams for child clients referred by the MDT • Provides accompaniment for the victim and family for legal, medical, and other necessary appointments • Maintains accurate documentation of all client contacts and inputs data into case tracking software • Update Case Tracking Spreadsheet with follow up calls • Attends MDT case review meetings to assist with case coordination and collaboration • Maintains communication with the District Attorney's Office to track judicial case dispositions as well as obtaining case docket information to identify cases set for trial involving a child victim in order to provide advocacy support to the child victim and their family • Establish and maintain open communication and healthy relationships with all partner agency representatives • Provides on-going, follow-up support services to families throughout the life of the case • Participates in regular peer review and supervisory review sessions • Stays abreast of current research, trends, and best practices in the field of child abuse and victim advocacy • Monitor play area and activities • Ensure play area is kept in a clean and organized manner • Attend required trainings • Participate in community outreach, awareness, and prevention activities such as speaking engagements, presentations, conducting trainings, and

	<p>publication of newspaper articles and activities that assist professionals and members of the community in identifying abuse or neglected victims</p> <ul style="list-style-type: none"> • Identifies groups and individuals within the community to attend Stewards of Children training and provide the training • Develop and maintain community resource guide • Participate in community resource groups • Performs other tasks as assigned by the Program Director
Qualifications	<ul style="list-style-type: none"> • Associate Degree in Health and Human Services, Social Work, or related field • One year of experience in a related field can be substituted for education with a High School diploma or GED • Effective scheduling, coordination among multiple parties • Proficient in Microsoft Word, Excel, and Outlook • Effective communication skills – written and verbal • Minimum typing speed of 50 WPM • Dependable transportation
Salary/Hours	DOE
Employer/Agency	The Crisis Center - Children's Advocacy Center
Address	3010 6 th Street
City, State, Zip	Bay City, TX 77414
Contact Person	Jennifer Mikkelson
Application Method	Email resumes to jennifer@crisiscnt.com
Opening Date	Immediate

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