The Child & Family Advocate reports to the Executive Director and is responsible for Child & Family Advocacy Services being offered to all clients served by Safe Harbor Child Advocacy Center, Inc., as referred by the 4th Judicial District Child Protective Investigative Team. The Child and Family Advocate also serves as the CAC’s liaison to our multidisciplinary Child Protective Investigative Team in each of the four counties across our district.

This position reports directly to the Executive Director.

The Child & Family Advocate will:

* Develop and demonstrate his/her ability to relate by maintaining a trusting and supportive relationship with referred families by regularly scheduled client contact during the healing and legal process. Naturally this should be in person, face to face, but may also, on occasion, be by telephone, mail, email, etc.

* Be responsible for scheduling Forensic Interviews, Therapy appointments and Forensic Medical Exams and other meetings as may be needed or requested by the CPIT members, so as to provide for the seamless flow of appointments and clients through the CAC.

* Demonstrate knowledge of and the ability to work compatibly with collaborating agencies by serving as SAFE HARBOR CAC’s liaison to the Child Protective Investigative Team in each of our 4 counties and serve as a resource/referral specialist, assisting with necessary resources and referrals between the child/non-offending caregiver(s) and other community agencies within each county.

* Must maintain accurate, detailed and timely client records per SAFE HARBOR CAC’s policies and procedures.
*Assess client and non-offending caregiver needs, including any specific cultural considerations at in-take to assure that the CPIT is aware and that we can identify any immediate crisis and/or accompanying potential risk in order to provide any intervention, safety planning, or resource procurement that may be needed at the earliest possible opportunity. These may include the need for an interpreter, transportation to interviews, court, and other case related appointments or meetings.

*Provide assistance in helping to procure or following up with The Tennessee Department of Children’s Services/Office of Child Safety to see that any necessary concrete services, including but not limited to housing, protective and/or no contact orders, domestic violence reporting and/or intervention, food, transportation, public assistance, etc.

* Provision of education and assistance in compiling information, completing and submitting Victim Compensation documentation as deemed appropriate to the proper state office/agency, including the Victim-Witness Coordinator in the District Attorney General’s Office, in a timely manner, while serving as a back-up to our Victim Advocate.

* Educate families on Client’s rights and responsibilities, all the while assisting the child and non-offending caregiver by familiarizing them with the judicial process, including accompanying them to appointments and court as may be required in the absence of the Victim Advocate.

* Be available during the Forensic Interview in order to participate and/or facilitate in information sharing in order to inform and support the non-offending caregivers and client when appropriate regarding the coordinated multidisciplinary (CPIT) response while assessing and imparting the needs of the child and the non-offending caregivers to the other CPIT members as needed.

*Serve as a resource and be available to consult with each of our multidisciplinary CPIT members across the 4th Judicial District assisting with a variety of advocacy issues and case tracking as may be needed.

*Participate in Case Review and communicate and discuss the unique needs of the child and family and any associated support services planning to ensure the seamless coordination of services, while ensuring the child and family’s concerns are heard and addressed.

*Be pro-active in updating the family on case status, continuances, dispositions, sentencing, in-mate status notification (including offender release from custody).
*Help to facilitate and serve as a resource to SAFE HARBOR CAC’s GATEKEEPERS, our non-offending caregiver support group.

*Participate in on-going training and continuing education in the field of victim advocacy and child maltreatment consisting of a minimum of 8 contact hours every 2 years.

*Assist with compiling our client data base collection by managing entry and maintaining the current data analysis on NCAtrak.

* Remain available through active outreach and follow-up support services to the non-offending caregivers through constant availability.

* Help to maintain SAFE HARBOR CAC’s inventory of resources and printed materials and facilitate procurement of supplies as may be needed or required for the Advocacy Program.

*Assist the Executive Director and SAFE HARBOR Staff with organizing community awareness and education programs, and professional training programs/seminar.

*Rotate on-call duties with the Executive Director and other Staff members, including weekends and holidays, as may be needed.

*Other duties as may be assigned by the Executive Director.
Position Requirements

* Bachelor’s Degree or Associate’s Degree in Social Work, Criminal Justice, Human Services, Psychology, Education, Child Development or Child & Family Studies, etc.

* Two or more years of community, educating or agency work with children and families preferred.

* Demonstrated ‘people’ skills are required, as well as neatness and personal hygiene.

* Must be proficient in Microsoft Word, Access, Excel, Power Point, as well as be able to master internal client database and linkages with state and national databases.

* Must possess physical capabilities to allow interaction in play and supervision with children of all ages, while always interacting appropriately with children and families in crisis.

* Must be high energy and able to manage and complete multiple tasks.

* Light lifting required, such as moving boxes and supplies, files, toys, special event set-up, etc., as well as the ability to climb stairs.

* SAFE HARBOR is a non-smoking and drug-free workplace.

* Clean criminal background checks and personal/professional references checks are required along with reliable transportation and a ‘clean’ driving record as travel throughout our 4 county district will be required.

* Proficiency in Spanish is preferred, but not required.

* Honesty, dependability, trustworthiness, and client confidentiality a must.

Application Procedure
Applicants should send cover letter and resume to donna.j.koester@safeharborcac.com. No phone calls, please.
SAFE HARBOR Child Advocacy Center, Inc. is committed to equal opportunity under the law and does not discriminate regardless of age, race, gender, religion, national origin, handicapped status, sexual orientation, veteran or marital status.

These requirements may be revised at any time and submitted in writing at the discretion of the Executive Director, or by the direction of the SAFE HARBOR Child Advocacy Center, Inc. Board of Directors.

The undersigned applicant testifies by his/her signature that he/she has read and understands the Child & Family Advocate Job Description delineated above and is capable and willing to follow the policies and procedures of SAFE HARBOR Child Advocacy Center, Inc. as defined.

____________________________________  ________________________  ________________________  ________________________
Name of Applicant (Printed)                  Date

____________________________________  ________________________  ________________________  ________________________
Signature of Applicant                          Date