



## Job Description

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<b>Position Title:</b>	Child and Family Advocate
<b>Reports to:</b>	Senior Child and Family Advocate
<b>Primary Location:</b>	Kids' Harbor, Too-St. Robert, MO
<b>Designation:</b>	Non-Exempt

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### **General Summary:**

The Child and Family Advocate will work within a multidisciplinary team to create and support high standards for child abuse investigations and to advocate for the needs and well-being of child abuse victims and their families. The advocate will provide initial on-site services to non-offending caregivers of children reporting sexual and/or physical abuse. The Child and Family Advocate consults and collaborates with forensic interviewers, law enforcement, prosecutors, medical professionals, child protection workers, mental health professionals and court victim advocates.

The advocate provides support and information to the child and non-offending caregiver. The advocate will assist families in accessing needed services: immediate crisis intervention, applications for Crime Victims Compensation, long term counseling, medical care, and other issues related to victimization, including reduction of barriers to those services. The advocate will coordinate appropriate referrals for services.

### **Specific Responsibilities:**

- Ensures children and their non-offending caregivers receive the most sensitive and humane care during the investigation process by ensuring a timely response from investigative agencies and seeks to protect children from being subjected to repeated interviews and medical examinations
- Delivers orientation services to children and families, including explaining the interview and medical evaluation process and taking relevant history about the child
- Provides crisis intervention and resource information to families
- Locates community resources for children and families and communicates with agencies to reduce barriers to services
- Advocates on behalf of child crime victims; accompany them to criminal justice offices and to criminal court hearings
- Remain apprised of services available within the community in order to link child/non-offending caregiver with appropriate services that would enhance the quality of life for the child

- Consults with investigative team members before and after child interviews and medical examinations to determine strategies to support the non-offending caregivers' efforts to protect the child
- Prepares timely, thorough, and accurate case notes of family advocacy sessions, including data collection, data entry and maintenance of the computerized case tracking system
- Participates in the coordination and facilitation of multidisciplinary Case Review Teams
- Advocates for child victims and their families during the case review process and the ensuing screening by prosecutors and child protection workers as they consider filing criminal charges or Juvenile Court petitions
- Conducts training sessions with community professionals who require education about child abuse, Kids' Harbor, Inc. services, the benefits of multidisciplinary case collaboration and the dynamics of child abuse
- Attends skills-based training to remain abreast of the latest research, trends and best practice standards in victim advocacy and cultural sensitivity
- Provides regular updates to the Senior Child and Family Advocate for modification to service delivery, program content, evaluation, etc.
- Attends relevant continuing education opportunities, networking meetings, committee meetings, conferences, etc. approved by the Senior Child and Family Advocate
- Assists in the recruitment, training and use of volunteers in the Kids' Harbor, Inc. program whenever possible
- Attend annual agency functions, special events and meetings as necessary and appropriate
- Remain abreast of issues related to child abuse, child sexual abuse and neglect
- Other duties as assigned

### **Basic Requirements**

A bachelor's degree in Social Work, psychology, criminal justice, or related field. Preference will be given to applicants with the above qualifications who have also had direct work experience intervening with abused children and their families. Knowledge of dynamics of child abuse; knowledge of law enforcement, criminal and civil court systems and how to communicate with and function within these systems; strong skills in public relations and negotiation; strong organizational skills; ability to engage children of all ages; and empower and mediate with parents in crisis; comprehensive understanding of community resources. Must work effectively with individuals from various economic, social, and cultural backgrounds. Successful candidates will demonstrate an ability to accomplish and advance program goals, a willingness to remain abreast of current research related to child abuse/neglect and victim advocacy and an ability to remain sensitive and demonstrate appropriate boundaries with program clients, agency staff, volunteers and team members.

Able to be on-call and respond, as needed, after hours and on weekends within a reasonable time. Provide own transportation (mileage reimbursed) with valid driver's license and insurance coverage on vehicle.

**Physical/Mental Requirements:** Visual acuity necessary to read and develop center materials along with verbal skills to communicate with the public. Must be able to lift up to 25 pounds; standing or walking

more than 50% of the day; working under pressure to meet deadlines. Must be willing to accommodate limited travel and work nights, evenings and holidays if necessary.

**Work Setting:** Must be able to function amicably in a small but busy workplace. Must acknowledge and adhere to the agency's confidentiality policy and procedures and must adhere strictly to the highest professional ethics, confidentiality, discretion and judgment.

**Principles and Values**

**Team Work:** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of the Kids' Harbor, Inc. team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

**Strategic Thinking:** Develops strategies to achieve organizational goals; understands organizations' strengths and weaknesses; identifies external threats and opportunities; adapts strategy to changing conditions.

**Willing to Grow:** Accepts accountability for mistakes and uses the mistakes as an opportunity to learn about self and to change future behaviors.

**Safety and Security:** Observes safety and security procedures; determines appropriate action beyond guidelines; remedies potentially unsafe conditions.

**Attendance:** Regular attendance is a requirement of this position

**Other:** All new employees must agree to and pass a Children's Division and law enforcement background check due to the sensitive nature of work.

This job description reflects Kids' Harbor, Inc.'s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This is not intended to be a contract. Your signature indicates you have read this job description and understand the essential functions and essential qualifications of the job.

*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 Kids' Harbor, Inc. Board of Directors.*

The undersigned applicant testifies by his/her signature that he/she has read and understands the above and is capable and willing to follow the policies and procedures of Kids' Harbor, Inc.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date