



Family Advocate
CAC of the Bluegrass, Lexington, KY
Application Deadline: May 8, 2015

The Children's Advocacy Center of the Bluegrass (CACBG) seeks a dynamic, talented, and flexible individual to provide crisis counseling, case management, and family advocacy services to support child victims of abuse and their families. This individual will collaborate with law enforcement and other community partners on a daily basis, link families with vital community resources, and provide a range of services to children and their families.

CACBG's Family Advocates are often the first point of contact for victims of child abuse and their caregivers. The focus of victim support and advocacy is to help reduce trauma for the child and family members and to improve case outcomes. The Family Advocate helps caregivers identify and access services the family may need and encourages them to participate in the investigation, prosecution, treatment and support services. The Family Advocates develop and maintain a comprehensive network of service providers that will be used in making treatment and other referrals for families.

The Family Advocate position is a full-time position (37.5 hours/week). Some evening/weekend hours may be required to meet the needs of the families who come to the Center for support. This position is funded in whole or in part with federal, CHFS and/or other state funds.

Qualified candidates for Family Advocate **must** have a bachelor's degree in social work or related human services field. Additionally, candidates must have two years' experience working in a human services or criminal justice field, possess knowledge of the child abuse intervention system, as well as the family dynamics of child abuse.

Professionals who are interested in joining the CACBG team and assisting in the provision of these significant services should submit a Letter of Interest, Resume, and Salary Requirements by mail to Executive Director, CAC of the Bluegrass, 162 North Ashland Avenue, Lexington, KY 40502. Only qualified candidates will receive a response. Application deadline is May 8, 2015.

Family Advocate Job Description

The Center provides a location where all the activities associated with the investigation, intervention and prosecution of child sexual abuse takes place. The primary responsibility of the Advocate is to reduce trauma experienced by children and their non-offending family members/caregiver, to provide emotional support and information to the family to help them navigate community systems.

Functions and responsibilities of the Family Advocate include the following:

Crisis Line

- Point of contact for intake: Law Enforcement and Social Services for scheduling and coordinating victim services/appointments for clients;
- Point of contact for Physicians' Offices for screening and scheduling medical appointments;
- Service provision of the Children's Advocacy Center Crisis Line, providing crisis counseling, information and referral, and screening for Center services;

Family Advocacy/Case Management

- Maintain consistent contact with family and others involved in the child abuse investigation and follow-up
- Educate caregivers of Center services by meeting with guardian when children present to the Center. Prepare caregiver for interviews and medical examinations by educating and providing information and supportive listening. Identify child and family needs through mental health screenings;
- The following areas will be covered with guardian: Center advocate contact information, investigative team contact information, Crime Victims Compensation Board, Victims' Rights, Court Information and release forms. Advocate will provide written information of items discussed in the Service Information Folder;
- Respond to immediate needs of the child and family. Respond to ongoing needs as the child's case progresses. Provide information and linkages to community resources;
- Arrange transportation for clients to access Center services;
- Arrange for language interpretation for clients when needed;
- Monitor child's progress through follow up with families and law enforcement.
- Advocate for families to receive services such as assistance with utilities and food boxes;
- Participate and facilitate the multidisciplinary team meetings;
- Coordinate and collect medical records for scheduled medical exams. Maintain contact with medical staff regarding medical schedule;

Case Tracking

- Provide tracking of case information through documentation in case files and computer log;
- Provide reports of statistical data at regular intervals;

Linkages

- Work closely with other community professionals and other Victims Advocates to coordinate services;
- Maintain open and positive working relationships with partner agencies;

Kids In Court/Parent Group

- Co-coordinate and participate in a quarterly Kids In Court sessions;
- Co-facilitate support group for non-offending family/caregivers;

Volunteers

- Assist with the recruitment, screening, supervision and coordination of services provided by volunteers for direct services;
- Assist in the training and supervision of Practicum Students.
- Supervise student interns as needed

Qualifications

- Bachelor's Degree in Social Work or other human services field
- 2 years of human services or criminal justice field experience
- Excellent oral and written communication skills
- Knowledge of current services to abused children in the area
- Coordination and administrative skills
- Human relations skills including diplomacy and mediation
- Minimum of 12 hours of training every year