



SCOTTY'S HOUSE

Brazos Valley Child Advocacy Center

Where the healing begins

Family Advocate Job Description

Job Title:	Family Advocate
Job Classification:	FTE/Not Exempt
Salary Range:	Depending on qualifications
Supervisor:	Forensic Services Supervisor

Summary: The Family Advocate provides crisis intervention, case management and information and referral services to children and their non-offending family members. Additionally, this position provides support to agency partners to strengthen the coordination of joint investigations, improve communication among team members, and enhance overall collaborative approach to the investigation, assessment, intervention and prosecution of child abuse cases worked through the CAC and its MDT.

Essential Functions:

- Provide each of the non-offending family members of children referred to Scotty's House the following:
 - provide crisis intervention;
 - provide information and referral;
 - provide case management;
 - assist in completing crime victim's compensation forms;
 - assistance with counseling referral and any needed follow-up;
 - complete a needs assessment on each family and make appropriate referrals to community agencies as needed;
- Greets child victims and their families/non-offending caregivers upon their arrival at the Children's Advocacy Center;
- Assists non-offending caregivers with filling out intake paperwork and explaining their rights as victims;
- Enters data regarding client counseling services, follow ups and other services provided into the Client Tracking System;
- Provide long-term follow-up and case management to assist families with any additional services needed after their initial visit to the center;
- Coordinate services between MDT and prosecutor's offices to ensure all appropriate services are provided to the child and family in preparation for trial;

- Receive and conduct a preliminary review of Statewide Intakes on a daily basis (received via email and/or fax)
- Enter report/notification information on Intake Log Tracking sheet or other documentation developed by Director of Programs
- Identify Reports/Notifications that clearly align with our centers case criteria (as per our Working Protocols)
- Initiate process for more in depth review of reports/notifications that may align with the centers criteria (as per our Working Protocols) but in need of further assessment to determine the next steps
- Assess whether an interview has already been scheduled and/or conducted
- Make contact with appropriate law enforcement and CPS investigators to facilitate initiation of joint investigation and, as needed, scheduling of the forensic interview and/or forensic medical exam
- Be the main point of contact for scheduling of all forensic interviews, forensic medical exams
- Ensure reports/records generated from Statewide Intake are retained, protected and/or destroyed so as to ensure confidentiality and compliance with the center's records retention policies
- Produce periodic reports for purposes of tracking Statewide Intake activity and outcomes
- Facilitate dialogue with CPS and LE related to identification of cases in need of forensic interviews, joint investigations, case review, etc.
- Make determinations related to intake report alignment with CAC/MDT Working Protocols, as needed
- Assess and address information needs of the MDT related to coordination of joint investigations and specifically, Statewide Intake Report receipt and referrals
- Assessment of MDT relations, satisfaction, level of participation, etc. using the Outcome Measurement System and any other tools needed
- Assess and address, in coordination with the Executive Director/Director of Programs, the Working Protocols and needs for modifications, re-execution, etc.
- Maintain current knowledge of partner agency personnel assigned to CAC/MDT investigations, including changes to partner agency assignments impacting the center and MDT
- Establish and maintain open communication and healthy relationships with all partner agency representatives
- Establish and maintain open communication and healthy relationships with CAC forensic interviewers, family advocates, medical and mental health providers
- Attend all Multi-disciplinary Team (MDT) Staffings in Brazos, Burleson, Grimes, Leon, Madison, Robertson, and Washington Counties
- Assist with community outreach and awareness activities;

- Participate in professional development and on-going training activities including being trained in forensic interview technique;
- Ability to drive throughout seven county region for team meetings, hearings and other events as needed;
- Provide on call, after hours coverage as scheduled by the Director of Programs;
- Must be able to work independently as well as function as a team member and accept guidance and direction from Director of Programs;
- Must be able to work with a variety of people, including clients and their families, professionals in the areas of law enforcement, medicine, education and agency employees; and
- Perform other tasks and responsibilities as needed.

Minimum Requirements

- Bachelor of Science or Bachelor of Arts degree in psychology, social work, criminal justice or related field; Master's degree preferred.
- Two (2) years of experience working in the field professional experience working with children and families where abuse and violence are identified issues; professional experience in working with the criminal justice or child welfare system; knowledge of child abuse and trauma.
- Bilingual English/Spanish preferred.
- Other Skills include: ability to work with child abuse victims and non-offending caregivers, and excellent written and verbal communication skills.
- Must be able to work with a variety of people, including clients and their families, professionals in the areas of law enforcement, medicine, education and agency employees.
- Subject to background check, including criminal and Child Protective Service clearances.
- Bending, stooping, reaching and other movement required in dealing with children. Lifting of office materials (up to 20 lbs).