



SCOTTY'S HOUSE

Brazos Valley Child Advocacy Center

Where the healing begins

Intake Specialist Job Description

Job Title:	Intake Specialist
Job Classification:	FTE/Not Exempt
Salary Range:	Depending on qualifications
Supervisor:	Director of Programs

Summary: The Intake Specialist will coordinate the child sex trafficking team, cultivate relationships of team members, and ensure all needs of the team and victim are being met. This position will also facilitate care coordination staffing meetings and will complete all documentation as required. Additionally, this position will assist in reviewing intakes looking for trafficking indicators that may be present. Reviewing intakes with this lens will assist staff in recognizing any children that are at risk for trafficking.

Essential Functions:

- Coordinate and facilitate all Commercially Sexually Exploited Youth (CSEY) Care Coordination meetings and ensure the CSEY team is working these cases per the developed Care Coordination protocols.
- Ensure all documentation is completed for case tracking purposes and all CSEY case data is entered into appropriate client tracking database(s).
- Receive and conduct a preliminary review of Statewide Intakes on a daily basis (received via email and/or fax) looking for trafficking indicators that may be present.
- Enter report/notification information into the client database.
- Identify Reports/Notifications that clearly align with our center's case criteria (as per our Working Protocols) and also align with our CSEY protocols for working with children who are or are identified as potential victims of trafficking.
- 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 what services are needed or have been completed at the time the intake was received.
- 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.

- 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.
- 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 and CSEY Protocols, as needed.
- Establish and maintain open communication and healthy relationships with all partner agency representatives.
- Establish and maintain open communication and healthy relationships with members of the Care Coordination team.
- Assist with community outreach and awareness activities as it relates to child abuse, child sex trafficking and exploitation, and child advocacy centers as a whole
- Attend all Multi-disciplinary Team (MDT) Staffings in Brazos, Burleson, Grimes, Leon, Madison, Robertson, and Washington Counties.
- Ability to drive throughout the 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 the Director of Programs.
- 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.
- Two (2) years of 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.
- 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).