

Children's Home Society of WV

Job Description

Job: CAC Family Advocate/Interviewer

Program: Safe Haven Child Advocacy Center **Location:** Martinsburg

Agency Goal: To provide a variety of high quality child welfare services to children and families throughout WV.

Position Goal: This position has two primary goals. 1. To provide initial and ongoing support and advocacy services to child victims and non-offending family members served at the CAC. 2. To perform specialized forensic interviewing with child victims served at the CAC and collaborate with investigative teams involved in the case.

Essential Functions

- Develop knowledge of child abuse, particularly child sexual and physical abuse.
- Provide greeting and orientation for children and families visiting the CAC.
- Advocate for youth and their families within the program and agency.
- Develop skills in provision of services provided in the CAC to include advocacy, case management, forensic interviewing and support services and provide those services as needed.
- Conduct Family Needs Assessments during the investigative process or upon referral and make all necessary referrals or work with the referring agency to facilitate needed services.
- Attend local, state, and national training on child sexual abuse and physical abuse when available and practical.
- Attend community meetings and MDIT meetings when appropriate.
- Provide ongoing support to victim(s) and any non-offending family members during medical and counseling appointments.
- Provide court preparation services to victim(s) and any non-offending family members with the assistance of local county-based victim advocate offices.
- Maintain and update case files, case lists, and databases used within the CAC program.
- Form supportive relationships with victims and their non-offending family members to enhance the investigative and follow-up services.
- Follow-up as to the appropriateness of referrals and the family's ability to benefit from services.
- Be accessible to victims and their non-offending families to answer questions about all available services and assist families with Crime Victim Compensation Fund applications.
- Consult with members of the multidisciplinary teams as necessary.
- Testify in civil and criminal court proceedings, as appropriate or requested, on the interview process and techniques as well as on specific interviews in individual cases.
- Meet with supervisor on an individual basis regarding performance and personnel issues.
- Educate, work, and promote ownership of the CAC program with the communities to build knowledge, enhance capacity, and sustain the CAC through outreach and other activities.

- Coordinate specialized child sexual and physical abuse training and educational programs for all agencies participating in the CAC.
- Compile literature and other resource materials regarding child abuse and make these resources available to the public.
- Provide a positive role model for children and their families, and staff.
- Ensure the timeliness, accuracy, and grammatical construction of all reports and correspondence.
- Ensure that all activities, services and programs are conducted in a manner that is sensitive to and shows respect for the culture and ethnicity of the families and children the agency serves.
- Participate in community education and advocate for youth.
- Comply with professional standards as specified in the NASW Code of Ethics, which includes enforcing confidentiality policies, advocating for the rights of the families and children the agency serves, having the conviction about the capacity of people to grow and change, and having the ability to forget mutually respectful partnership with children and their families, and to set limits and maintain the helping role.
- Compile and submit to appropriate recipient all mandatory monthly reports, including but not limited to: monthly progress reports, contribution logs, social service billings, monthly statistics, Medicaid billings.
- Complete on schedule all personnel related paperwork, including but not limited to: time sheets, annual/sick leave records, exit interviews, expense reports, benefit/payroll information, credentialing information.
- Work cooperatively with others to meet program and agency objectives.
- Be knowledgeable of and adhere to licensing requirements, standards, and related agency policies and procedures in regards to WVDHHR, Licensing Units (Office of Social Services and Office of Health Facility Licensure and Certification) and Council on Accreditation of Services for Families and Children.
- Be knowledgeable of and adhere to contracts, letters of agreements or understanding, and related agency policies and procedures in regards to WVDHHR and other agencies or private providers.
- Be knowledgeable of and adhere to regulations, laws and related agency policies and procedures in regards to Chapter 27, 48, and 49 of the WV Code, US Department of and WV Division of Labor (Wage and Hour Issues), A.D.A, and Equal Employment Opportunity Commission.
- Attain knowledge of and adherence to all agency policies and procedures and applicable laws.
- Report all incidents of abuse and neglect.
- Commit to the vision of permanency for every child.
- Other duties as assigned by supervisor for the smooth running of the program.

Classification: Exempt

Work Hours: _____ **Temporary:** _____ **Full-time:** xx **Part-time:** _____

CAC Advocate/Interviewer
Updated April, 2017

Supervision: Child & Family Services Supervisor

Requirements: Bachelor's degree with demonstrated ability to work with individuals, groups and families, excellent communication, demonstrated ability to speak, knowledge of child welfare issues, professional written and oral communication skills, problem solving skills; training required by agency; criminal and child abuse registry check; background check that meets with agency approval; 24 hour availability to work with irregular hours; ability to work under pressure and multitask; annual approved physical and TB documentation. Driver's license, available automobile and insurance coverage as required by law.

Preferred Qualifications: Bachelor's degree in Social Work or related field

Physical Demands:

- Exposure to infections and contagious disease and unpleasant elements, such as but not limited to accidents, injuries, and illnesses.
- Continuous sitting, bending, squatting, writing/typing, verbally communicating, hearing, seeing, grasping, climbing, reaching, crouching, kneeling, pushing, pulling, lifting, carrying.

The information contained herein is meant as a basic guide for this position and is not to be construed as including every task inherent in this position. Employees are subject to reassignment of duties not specifically covered in their position description as determined by their manager/supervisor.

I HAVE READ AND FULLY UNDERSTAND MY JOB DESCRIPTION.

_____ Employee Date: _____

APPROVAL: _____ Supervisor Date: _____