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Warren County
Children's
Advocacy
Center

We're
Hiring

Family Advocate

(part-time)

The Warren County Children's Advocacy Center is now accepting applications for a part-time Family Advocate at the rate of \$14.00 per hour.

Primary responsibilities include, but are not limited to: advocacy and supportive services, case tracking, and collaboration with families and community partners.

Interested individuals should submit cover letter, resume, and three professional references **no later than April 2, 2021** to:

Warren County CAC
Attn: Personnel Committee
110A East Saint Clair St.
Warren, PA 16365

Additional information, including job description, is available at www.warrencac.org.



Warren County Children's Advocacy Center
Family Advocate (part-time)



JOB TITLE: Family Advocate (part-time)

REPORTS TO: WC-CAC Executive Director

POSITION PURPOSE

The purpose of the Family Advocate is to provide advocacy and supportive services to non-offending caregivers and children who have been evaluated at the Warren County Children's Advocacy Center for suspected sexual or physical abuse, neglect, witnessing abuse, or other abuse-related trauma. Advocacy and support are continued throughout the life of the case.

The Family Advocate will also be the leader in case-tracking activities, to ensure that families and children are being informed about case-status, and to monitor progress of investigations, treatment, and prosecution as it relates to the unique needs of each case.

NATURE AND SCOPE

This position is subject to Board policies, administrative rules and procedures, department regulations and applicable State and Federal statutes. This position carries no administrative authority or responsibility.

ESSENTIAL JOB FUNCTIONS

- Welcome clients into the Children's Advocacy Center (WC-CAC), complete the intake process with caregivers, and explain what to expect regarding the interview process
- Provide, at minimum: crisis-intervention, emotional support, safety planning and case management throughout the life of the case
- Inform clients about victim/survivor resources available in Warren County, and provide necessary referrals
- Educate caregivers about the dynamics and impact of child abuse, ways to support a child who experienced trauma, self-care for caregivers and the roles of the MDT members in their case
- When needed provide care and supervision of children while caretaker(s) meet with MDT members at the CAC
- Act as a liaison between the client and MDT, and other service agencies that may be involved
- Assess client needs utilizing a trauma-informed, strength-based approach, while honoring client autonomy and agency
- Connect clients with outside resources based on their unique needs
- Contribute to creating a safe, comfortable, and trauma-informed environment for families and the MDT

- Work collaboratively with community partners
- Enter and maintain all case activities in case-management systems and hard files, in accordance with agency policy and protocol
- Assist with collection of data for reports and case tracking
- Assist in the development of marketing tools and social media activities
- Assist with coordination and facilitation of CAC presentations to various community organizations and audiences
- Maintain order, cleanliness and basic sanitization of the CAC, as needed
- Perform other duties as assigned

OTHER JOB FUNCTIONS

- Attend monthly MDT meetings
- Attend regularly scheduled staff meetings
- Participate in community outreach and education services

WORKING CONDITIONS

Work is performed primarily indoors within an office. Involves sitting, walking and occasional lifting up to 40 pounds. Requires the use of computers, office equipment and driving personal vehicle.

Visitation to offices of health care or social service providers, as well as attendance at evening and weekend activities may be necessary. Position will include working with children and adults who are in highly stressful and emotionally difficult situations.

ESSENTIAL SKILLS AND QUALIFICATIONS

- Support the mission, vision and values of WC-CAC.
- Communicate in an inclusive and collaborative manner.
- Develop trust among co-workers through honesty and fairness.
- Ability to work independently as well as part of a team.
- Adhere to all applicable laws, policies, standards and protocols.
- Maintain strict confidentiality and appropriate handling of sensitive matters and data.
- Be involved in, and supportive of continuous overall improvement of the center.
- Demonstrate professional reliability and adherence to the office schedule that will require some flexibility on occasion.
- Demonstrate a clear understanding of personal boundaries and ability to maintain professional boundaries between clients and staff.
- Ability to model and actively promote positive, nurturing interactions between adults and children at the center.
- Demonstrate knowledge of the dynamics of domestic violence and sexual assault, child abuse, and developmental trauma,
- Demonstrate ability to intervene in unpredictable crisis situations to manage a positive outcome.
- Demonstrate knowledge of community resources for victims of violence and abuse.

- Demonstrates effective written and verbal communication skills.
- Ability to multi-task and work independently with high degree of accuracy, efficiency and attention to detail.
- Conduct oneself in a professional manner while maintaining respect, integrity, and compassion with clients, colleagues, and community partners.
- Ability to maintain professionalism and appropriate decorum while faced with highly emotional and traumatic clients and situations.
- Ability to obtain 20 hours of continued learning annually, and a minimum of 8 hours of continued education in the field of child maltreatment, child sexual abuse, child development, and trauma focused practices bi-annually.

OTHER QUALIFICATIONS

- A minimum of a high school diploma. Bachelor's degree preferred.
- One year within the last five years working in in social work, human services, communications, public relations, criminal justice, or a health-related field with experience in working with children and families who have experienced trauma.
- Experience in the use of computer systems.
- Requires current FBI Criminal History Background check, PA State Police Background Check and Child Abuse clearance.
- Completion of 32 hours of Crisis Intervention training (on the job training).

PRIMARY WORK LOCATION

110A East St. Clair St.
Warren, PA 16365

WAGE INFORMATION

\$14.00 / hour

SHIFT TYPE

Part-time position
Hours TBD

BOARD APPROVAL

February 17, 2021