



# Healing and empowering children and families throughout Central Louisiana

## Transcriptionist

As part of the Children's Advocacy Network, you will serve our community by being a voice for all children and providing support for vulnerable families. You will be part of a team that helps our community develop resiliency through adversity and promotes healthy and safe living. We provide opportunities for social service driven persons to promote safety and healing in our communities, achieve their goals, and advance their careers.

The ideal applicant for Transcriptionist must embody the passion and purpose of our organization. This person will listen to and transcribe forensic interviews. This position primarily provides support in all aspects of the CAC program. The Transcriptionist will assist MDT members, staff, and families as needed, and will participate in additional activities that advance the Agency and the mission of its programs.

### ***Skillsets preferred include:***

- Typing accuracy and speed: Ability to type a minimum 65 words per minute. They will have to complete a practice round of typing a mock interview to determine their typing capabilities.
- Punctual
- Team player
- Organizational skills
- Computer literacy: Optima/Microsoft Outlook, Word, Publisher, Excel proficient/zoom meetings
- Listening Skills
- Focused and efficient

### ***Qualifications:***

- Minimum of three (3) years secretarial work including transcribing
- Typing ability (word processor/computer skills)

**Children's Advocacy Network is an equal opportunity employer and seeks a diverse applicant pool.**

- Ability to interact positively with the public, volunteers, board members, court and state personnel
- Ability to maintain files, record system, financial records

***Responsibilities include but are not limited to:***

- Listen to recorded dictation of a forensic interview and transcribe the dictation
- Review and edit drafts prepared by dictation of a forensic interview, making sure that the transcription is correct, complete, and has a consistent style
- Submit transcription for forensic interviewer review
- Maintain confidentiality of subject matter
- Provide support in greeting families/clients as needed
- Answer/screen incoming calls as needed
- Participate in regular staff meetings

***Benefits***

- Health Insurance: up to \$350 reimbursement
- Supplemental insurance by payroll deduction
- Retirement option through Simple IRA with up to 3% match
- Paid Time Off
- Holidays
- Sick leave
- Leave of absence, funeral leave, and parental/family and medical leave

*If you are dedicated to empowering the futures of children, families, and communities and believe in changing despair into hope, we want you to become part of our mission. The Children's Advocacy Network wants you to join our unique, service oriented company culture that provides the opportunity for professional growth, leadership opportunities, and teamwork.*

To apply, send your resume, cover letter, and three references to [volunteer@childrensadvocacy.net](mailto:volunteer@childrensadvocacy.net) or send by mail to the following address:

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