

A photograph of a family of four—a mother, father, and two children—walking together outdoors. They are all smiling and appear to be in a park or residential area with trees and buildings in the background.

Heal and empower children and families with us

Family Advocate

Job Summary:

This position considered to be a member of the multidisciplinary team, along with Child Protective Services, law enforcement, medical specialists, prosecution, and treatment specialists. The Family Advocate must possess the skills and demeanor to interface with child victims and their parents and the other professionals who form the multidisciplinary team around any given case. The primary responsibilities include: To provide neutral support and advocacy to child victims of crime (primarily child sexual abuse, but also physical abuse, and witnesses to other crimes) and their non-offending family members involved in the Child Advocacy Center.

Job Qualifications:

- Minimum of bachelor level social services background
- Field experience working with multiple systems
- Ability to interact positively with the public, volunteers, board members, court and state personnel
- Ability to maintain files, record system, financial records

Duties and Responsibilities:

- Support, accompaniment, and advocacy with the abused child and the non-offending parents / caretakers
- Provide on-going case management during investigations
- Interface with other multidisciplinary team members as needed
- Information and referral to meet victim / family needs throughout the course of the investigation and intervention

- Arrange referrals for counseling services for child victims and family members
- Accompany children and parent(s) to child sexual abuse medical exams
- Assist family in filing for victim compensation
- Victim / witness education and preparation for Family Court and criminal court (including age-appropriate preparation of children for court appearances)
- Develop / maintain victim's rights materials; provide as needed
- Maintain appropriate documentation of services provided, data collection, monthly, quarterly, annual reporting as required
- Attend appropriate training to enhance and/or maintain skills
- Perform other duties assigned by supervisors

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 arubin@childrensadvocacy.net or send by mail to the following address:

CHILDREN'S ADVOCACY NETWORK
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ALEXANDRIA, LA 71306