



Copper River Basin Child Advocacy Center
PO Box 103
Gakona, AK 99586

Copper River Basin Child Advocacy Center
Job Description

JOB TITLE: CAC Family Advocate

REPORTS TO: Executive Director

FLSA STATUS: Non-Exempt

WORK HOURS: (32 – 40 Hours per week)

DESCRIPTION STATUS: Revised May 2021

JOB DESCRIPTION:

CAC Family Advocate: Is responsible for facilitating the Copper River Basin Child Advocacy Center (CRBCAC) case management process for those children and families whose maltreatment cases are processed through the CRBCAC. Work closely with contracted medical providers and mental health clinicians to provide services for children and non-offending caregiver(s). Continue to follow up on the CRBCAC cases to ensure that proper services, treatment and support are received by the child and non-offending caregiver(s) in need.

QUALIFICATIONS:

BA/BS degree preferably in Human Services or Social Work and/or two years experience in child abuse/neglect, child development or related field is preferred. Experience in working and collaborating with other professional entities is preferred. Experience with public speaking and presentation is preferred. Completing and passing a background check, through the Alaska Department of Public Safety and the Barriers Crime Unit (BCU).

KNOWLEDGE:

- Knowledge of the CRBCAC's mission, goals, programs and policies.
- Knowledge of child abuse dynamics and its impact on children.
- Knowledge of community agencies and resources.
- Knowledge of child development and the ability to utilize this knowledge to make referrals for needed services.
- Working knowledge, experience, and expertise in child abuse related issues plus knowledge of the criminal justice and child protective systems preferred.

SKILLS:

- Excellent written and verbal communication skills and ability to communicate with wide range of professionals from different professional backgrounds.
- Ability to consistently demonstrate professional behaviors and leadership skills that are in support of the vision and mission of the CRBCAC.
- Ability to hold highest standards of client confidentiality is required.
- Ability to organize, prioritize, manage multiple tasks, meet deadlines and work under pressure with shifting priorities.
- Skilled at proof reading and paying intense attention to detail is required.
- Ability to work well without constant supervision and ability to receive supervision as necessary.
- Ability to work well as a team member, and exhibit excellent human relations skills and experience in crisis management, problem solving and team building.
- Ability to be flexible in your work schedule(s).
- Ability to attend continuing education trainings/conferences both in-state and out-of-state and/or webinars as well as on-line advocacy peer groups.
- Experience using office equipment/machines including Macintosh computer, facsimile and copy machine. Proficiency with Microsoft Office Excel, Word, Access, Power Point Presentations and Internet/e-mail.

RESPONSIBILITIES AND DUTIES:

- ▶ Coordinate services with appropriate investigative and referral agencies regarding child maltreatment cases. Responsible for scheduling appointments with families for the CAC interviews/exams and making referrals for off-site counseling services offered through behavioral health providers.
- ▶ Be present for the initial intake process at the CRBCAC to interface with the child and family during the evaluation process, explain the investigative and follow-up policy, and provide referral information for needed services.
- ▶ Administer available screening tools as part of the family intake process.
- ▶ Establish and maintain case management files on each case in the filing system.
- ▶ Maintain contact with families using designated follow-up time line as a minimum.
- ▶ Administer and record client satisfaction surveys and recommend changes as appropriate.
- ▶ Maintain and update the case tracking system to record both short and long-term outcome data on children evaluated at the CRBCAC.
- ▶ Maintain and update statistics on cases within the case tracking system.
- ▶ Provide the child and family with supports for court preparation, if any legal proceedings, throughout the process or as necessary.
- ▶ Participate in the MDT planning process to assist any on-going efforts in supporting the case.
- ▶ Participate in monthly MDT case review and regular meetings.
- ▶ Maintain highest standards of client confidentiality.

- ▶ Maintain a working knowledge of significant developments and trends in the field, and ensure compliance with federal and state mandates and regulations.
- ▶ Collaborate with the CRBCAC Executive Director and other CRBCAC staff in developing presentations and educational materials for community outreach.
- ▶ Represent the organization by conducting and participating in community training/presentations with other MDT members and/or CRBCAC staff.
- ▶ Attend and participate in MDT trainings with other MDT members and/or CRBCAC staff.
- ▶ Occasional attendance at outreach activities outside regular business hours is required.
- ▶ Flexible with additional job duties as they arise.

ADDITIONAL INFORMATION:

This position is required to participate in an on-call basis, as needed, to respond to the CRBCAC after regular business hours for emergent cases. Although this may occur minimally, expectations for participation in an on-call basis are as follows:

- 1) Be available by telephone. Cellular phone is provided by the CRBCAC.
- 2) Be prepared to respond in a drug and alcohol-free status to the CRBCAC within 90 minutes of receiving a call for service.

When the employee responds to the CRBCAC, the employee is paid for actual hours worked. Additional hours require supervisor approval.