



Community Awareness, Resources, Education and Services

P.O. Box 291817, Kerrville, Texas 78029

Telephone: 830-257-7088 Fax: 830-257-7097

Position Title: Family Advocate
Reports To: Kids' Advocacy Place Program Director



General Description

Under the direct supervision of the Kid' Advocacy Place Program Director, this professional is responsible for the direct services (crisis intervention/advocacy) to child abuse victims and their non-offending caregivers who visit Kids' Advocacy Place so that they are informed of and understand the investigative and legal process. This position also provides other expertise necessary to fulfill Hill Country Crisis Council's mission.

Essential Duties and Responsibilities:

1. Provide direct services in the form of support and education to child and family regarding the forensic interview process, the roles of the multidisciplinary team, and the medical examination;
2. Coordination of services to families from intake of case throughout prosecution and treatment as needed by the victim and family including victim rights information and Crime Victims Compensation;
3. Assess family resource needs and connect children/caregivers with child serving community-based agencies;
4. Follow up with caregivers regarding services and outcome measurement system, data entry for case tracking, document services in case files as necessary;
5. Follow up with investigators, caseworkers, and/or prosecutors for updates on case status;
6. Act as advocate/liaison between MDT partners and caregivers.
7. Collaborate and consult with law enforcement officers, Child Protective Services, prosecuting attorney personnel and other multidisciplinary team members;
8. Document information related to the case in the data system;
9. Prepare for and provide testimony in legal proceedings when requested;
10. Document intake data and schedule forensic interviews;



Community Awareness, Resources, Education and Services

P.O. Box 291817, Kerrville, Texas 78029

Telephone: 830-257-7088 Fax: 830-257-7097

11. Prepare for and attend staff meetings and monthly Multidisciplinary Team meetings for case reviews;
12. Attend trainings for on-going education and career development;
13. Participate in and provide training to staff and volunteers, other agencies, and the community when requested;
14. Be on call when necessary and stay after hours when needed;
15. Other duties as assigned by the Kids' Advocacy Program Director.

Requirements/Qualifications:

- Bachelors degree in Human Services or related field from an accredited university;
- Or, the equivalent, with three years' experience in the field of domestic violence, child abuse, CPS, or law enforcement.

Experience Requirements:

- Two years' experience or professional training in child abuse and demonstrated knowledge of victim advocacy, child development, and child abuse dynamics;
- Bilingual, preferred, in English and Spanish;
- Experience with and ability to work with culturally diverse populations;
- Ability to be resourceful, self-motivated, and flexible, possessing high professional standards and the ability to work as a team member;
- Strong communication skills;
- Experience with a multidisciplinary team approach preferred;
- Understand and abide by the confidentiality requirements and procedures related to working in an environment such as Kids' Advocacy Place.

I have read, understand, and agree to the description of my position. I attest that I am able to perform the responsibilities described in the position.

Staff Signature / Date

Supervisor's Signature / Date