



This job description is a brief overview of the Adams' County Children's Advocacy Center's Child & Family Advocate position. Additional duties may be assigned as needed.

A. BASIC PURPOSE

The Child and Family Advocate provides a wide variety of services to support, coordinate, and provide the physical, financial, and emotional recovery of victims of crime while providing the delineated rights and services guaranteed by the Crime Victims Act to all victims and witnesses of crime in the juvenile justice system and in accordance with the standards of the National Children's Alliance.

B. PRIMARY RESPONSIBILITIES

Child and Family Advocacy

- Support child victims of abuse and their families from initial outcry to hope and healing from the trauma of abuse beginning with receiving a referral and throughout the child/family's involvement with the Adams County Multidisciplinary Investigative Team (MDIT) including crisis assessment and intervention, risk assessment, safety planning, and comprehensive case management for children and family members.
- Assess victim's needs and cultural considerations for information and community referrals for counseling, financial aid, housing, protective orders, domestic violence intervention, food, transportation, public assistance, etc.
- Provide education and access to victims' rights and crime victims compensation.
- Complete intake processes for admission to ACCAC's Mental Health Program

Collaboration with Adams County Victim Witness Assistance Program

- Partner with the Adams County Victim Witness Assistance Program to provide a complete continuum of services to the child and the non-offending caregiver(s)
- Provide victim/witness orientation to the criminal and juvenile justice process as needed, either independently or in collaboration with Adams County Victim Witness Assistance Program.
- Conduct monthly (at minimum) advocacy case management meetings with Adams County Victim Witness Assistance Program, reviewing all CAC cases involved with the criminal justice system, from date charges filed through final case disposition.

MDIT Involvement

- Contribute to the preparation of monthly MDIT Case Review agenda and participate in MDIT case review meetings
- Collaborate with MDIT members for scheduling Forensic Interviews.
- Provide the MDIT with resources and training on issues related to child and family advocacy.

Other Duties

- Provide training and support to interns and volunteers, as needed
- Conduct support groups and provide caregiver education
- Assess activities to ensure ACCAC is providing best practice, evidence-based programming relative to advocacy services
- Build and maintain positive working relationships with other Adams County community providers, agencies, and school district personnel.

C. HUMAN RELATIONS

- Must maintain a professional attitude and demeanor.
- Must communicate honestly, effectively, and with compassion at all levels.
- Must work cooperatively with children, families, community agency representatives, and staff.
- Must be able to maintain confidentiality.

D. EDUCATION AND EXPERIENCE

- Bachelor's Degree in Social Work, Criminal Justice, or related field from an accredited college or university or a minimum of two years experience in the human services field with working knowledge, experience, and expertise in child abuse and/or victims of crime and family violence.
- Successful completion of (or willingness to complete) a minimum of 24 hours of instruction as outlined in the National Children's Alliance (NCA) standard for Victim Support and Advocacy.
- Bilingual in Spanish an asset
- Effective problem-solving and critical thinking skills
- Proficiency in computer skills and data entry

E. CERTIFICATES, LICENSES, REGISTRATIONS

- Must maintain all appropriate/required clearances as defined by federal and state law.
- Valid Pennsylvania's Driver's License, personal vehicle, and current vehicle liability insurance.