Position Title: Safe Harbor Family Advocate

Employment Status: .5 FTE, salaried, exempt

Position Reports To: Program Manager

Education Requirement:
Bachelor’s degree in social work or closely related human services area from an accredited college or university, and a minimum of two years of professional social work experience.

Job Qualifications:
Qualified candidates must have the following:

- Knowledge and understanding of child maltreatment and associated social, cultural, medical, legal and mental health issues
- Knowledge of and experience with the systems involved in child abuse investigations, including child protection services, law enforcement, district attorney’s office, mental health and medical systems
- Knowledge of impact of trauma, neglect, domestic violence on families and children
- Familiarity with community resources
- Familiarity with the juvenile and adult criminal justice systems
- Effective oral and written communication skills; ability to inform clients of rights and resources available
- Ability to accompany clients to medical and legal appointments
- Willingness to develop outreach programming

Desired:
- Bi-Cultural and Bi-lingual in both English and Spanish
- Strong computer skills with experience in working with Microsoft Programs (Word, Excel, PowerPoint, etc.)

Job Responsibilities:

Direct client services

The Family Advocate meets with non-offending parents and caregivers during a child’s forensic interview, providing the following client services:

- Provide support, advocacy, information and referral to non-offending parents and caregivers of the children served at Safe Harbor
• Educate the caregiver regarding legal issues, the forensic interview process, system intervention, MDT roles
• Educate caregiver regarding dynamics of child abuse, safety needs of the child, and provide support and psycho-education to caregiver to address the needs of the child
• Provide emotional support to caregiver to cope with the after-effects of abuse on their own lives
• Assess the family’s safety needs and risk factors
• Advocate on behalf of non-offending caregiver with the multi-disciplinary team (MDT) regarding the needs of the family and best interest of the child
• Act as liaison and facilitate communication between non-offending caregiver and the MDT
• Provide referrals for Safe Step trauma assessments and mental health services

Ongoing services post-interview
• Provide crisis-intervention, information and referral as needed
• Follow case progress and outcomes
• Continue advocate on behalf of caregiver and facilitate communication among and between systems and the client family
• Reach out to offer support and services on regular basis until case is closed.
• Court accompaniment and medical exam accompaniment
• Assist clients with completing crime victim’s compensation forms as well as U Visa paperwork

MDT role
• Work as collaborative member of MDT, advocating for family while maintaining effective working relationships and supporting the needs of the MDT
• Provide education as needed to MDT members regarding dynamics of child abuse, needs of the client child, non-offending caregiver and family
• Provide case consultation and facilitate collaborative case planning between and among systems
• Facilitate case staffings
• Work with program manager to facilitate MDT case review
• Attend MDT trainings and meetings, as indicated by Program Manager

Administrative Duties
• Conduct screening intakes
• Complete required paperwork accurately and within required timeframes
• Maintain required statistical data
• Attend staff meetings
• Maintain relevant resource materials for clients and the MDT with information regarding Safe Harbor, child abuse, MDT response, etc.