

# **Family Advocate and Case Intake Specialist**

## **Advocacy Center for Crime Victims and Children**

**Position:** Family Advocate and Statewide Intake Specialist

**Job Type:** Full-Time

**Supervisor:** Children's Advocacy Center Program Director

**Location:** Waco, Texas, In Person

**General Duties:** Under the direction of the Children's Advocacy Center Program Director, the Family Advocate and Statewide Intake Specialist is responsible for advocacy, crisis intervention and case management services to primary and secondary victims of sexual assault and other violent crimes (50%) and is also responsible for case tracking and data entry for child abuse cases (50%).

### **Specific Job Responsibilities:**

1. Provide advocacy, crisis intervention, case management and information/referral services to victims of sexual assault and other violent crimes.
2. Provide court advocacy and testimony as needed.
3. Provide orientation and daily supervision for interns involved in advocacy and case management activities.
4. Implement the agency intake process ensuring that each client is involved in the development of a plan of service and educated about available resources.
5. Explain and provide information to each client family regarding Victims Compensation issues.
6. Secure all required consent signatures authorizing treatment prior to providing services beyond intake.
7. Maintain all necessary records until case termination and be responsible for housing record in a secure location.
8. Provide case tracking information and data entry for child abuse intake cases.
9. Maintain accurate records of cases tracked and entered to ensure maintenance of confidentiality and not entering into dual roles.

10. Maintain all necessary statistical data and professional records including case management notes, logs, and summaries for the purpose of legal and fiscal accountability.
11. Assist with data collection for proposal preparation and monthly/quarterly reports.
12. Collaborate with community agencies and groups as needed by clients or the Advocacy Center, and coordinate services with the multidisciplinary team.
13. Attend and participate in weekly case conferences and staff meetings.
14. Other duties and responsibilities as assigned.

**Qualifications:**

Education:

- Position requires a Bachelor's in Social Work, Psychology, Criminal Justice, Child and Family studies or equivalent experience in a related field

Experience:

- Solid people and organizational skills
- Knowledge of sexual assault with trauma issues related to children, adults and families is critical to the delivery of services.

Other Skills and Requirements:

- Proficiency in Microsoft Word and Excel is required.
- Must communicate well and function responsibly in a team setting and independently.
- Must demonstrate awareness of and a commitment to culturally competent and sensitive practice.
- English and Spanish fluency is strongly preferred.
- Commitment to the goals and objectives of the Advocacy Center
- Must be able to pass a criminal background check by the Texas Department of Public Safety
- Must have a valid Texas Driver's License

\*This position is grant funded and its continuation contingent upon continued grant funding annually.

**Application Instructions**

If you would like to apply for this position please email the following items to the Executive Director, Aleigh Ascherl, at [aascherl@advocacycntr.org](mailto:aascherl@advocacycntr.org)

1. Cover Letter
2. Resume
3. 3 Professional References