

Rural CAC Client Services Specialist

Advocacy Center for Crime Victims and Children

Position: Rural CAC Client Services Specialist

Job Type: Full-Time, In-Person

Supervisor: Children's Advocacy Center Program Director

Location: Travel between Freestone, Hill, and Limestone Counties and the Waco Office

Status: Non-exempt

Starting Hourly Base Rate: \$21.67

Application Deadline: October 10, 2025

General Duties: Under the direction of the Children's Advocacy Center Program Director, the Rural CAC Client Services Specialist provides crisis intervention and case management services in three of the five rural counties the Advocacy Center serves – Freestone, Hill, and Limestone. The Rural CAC Client Services Specialist will also serve as a liaison to these rural counties and with various systems and entities within.

Specific Job Responsibilities:

1. Serve as liaison with the court system to provide victim services including Court Accompaniment, Assistance with CVC, Victim Impact Statements, VINE and Follow-Up services.
2. Provide crisis intervention and case management to victims of crime.
3. Demonstrate awareness of and commitment to cultural competency as well as diversity, equity, and inclusion in practice.
4. Receive and maintain rural county requests for service via agency assigned cell phone.
5. Cross train as a Forensic Interviewer and provide back-up interviews as needed.
6. Arrange for TECOLE law enforcement training for sexual assault investigations for all ages.
7. Network with other community programs such as Juvenile Probation, Workforce Initiative Act, CRCG, Family Violence Task Force, Adult Protective Services, MH/MR, local hospitals, TCADA, Schools, Child Protective Services and local Welfare Boards in support of services for victims of crime.
8. Attend supervision and staff meetings at the Advocacy Center in Waco.
9. Attend training as requested by community partners and the Advocacy Center.

10. Keep appropriate records required by the Advocacy Center.
11. Must be willing to travel to and spend significant amounts of time in three of the rural counties the Advocacy Center Serves (Freestone, Hill, and Limestone) to provide services.
12. Other duties as assigned.

Qualifications:

Education:

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

Experience:

- Knowledge of sexual assault with trauma issues related to children, adults, and families
- Solid people and organizational skills

Other Skills and Requirements:

- Proficiency in Microsoft Word and Excel is required.
- A resident of Falls, Freestone, Hill, or Limestone county is strongly preferred.
- 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.
- Must have a valid Texas Driver's License

*This position is grant-funded and its continuation is 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

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