



## Children's Advocacy Center of Benton County Job Description

**Position Title:** Advocate

**Reports to:** Advocacy Team Lead

**Purpose:** The advocate strives to reduce systemic trauma to children and their families, and advocate for what is in the best interest of the child. This position can educate, through professional communication and actions, other agencies or institutions towards a better understanding and treatment of trauma, child maltreatment and the impact on the child and family.

**Responsibilities** (may include, but are not limited to):

- Build relationships with children and families, and maintain consistent contact throughout the duration of their case or as their needs permit.
- Maintain consistent contact with others involved in treatment, investigation and/or prosecution on the cases assigned to the advocacy provider.
- Provide crisis intervention and needs assessment to determine appropriate intervention and/or referral response.
- Educate families on mental health impact and treatment options available.
- Liaison between the family and any involved agency on the multidisciplinary team (MDT).
- Foster growth in professional development, stay up to date on best practice and evolving issues in the field, pursue ongoing opportunities to develop skill set.
- Foster open, positive relationships and network with other agencies and the community at large.
- Maintain complete client records, data collection and documentation in necessary databases.
- Attend all CAC staff and component meetings, case staffings and MDT case reviews.
- Adhere to varied schedule of work hours based on the needs of the Center.
- Provide on-call services as needed in rotation with the advocacy component staff.

**Qualifications and Skills:**

- Minimum of a Bachelor's degree or equivalent from an accredited school in field of social work or similar.
- Excellent organizational, relational and communication skills.
- Ability to work with many different professions.
- Excel at working both independently and as part of a team of other professionals.
- Previous experience in the field of child abuse or child welfare preferred.
- Must have a flexible nature.
- Bilingual skill in Spanish and English preferred.

**Salary Range: \$28,000 - \$34,000**

**Exemption Status: Non-exempt**

CAC Core Values: Compassion, Teamwork, Excellence, Integrity and Humility

Mission: Empowering Children to find their Voice

Vision: Eliminate Child Abuse