

## **KAWERAK POSITION DESCRIPTION**

DIVISION:	Children & Family Services
JOB TITLE:	Client Advocate
POSITION STATUS:	Regular, Full Time
EXEMPT STATUS:	Non-Exempt
PAY SCALE GRADE:	11-12-13
REPORTS TO:	CAC Specialist

The Child Advocacy Center (CAC) is a child-friendly and culturally appropriate center for the investigation of child sexual abuse. The Client Advocate must be willing to work with children and people of all ages that have experienced physical or sexual abuse.

### **BRIEF SUMMARY OF JOB RESPONSIBILITIES:**

1. Provide on-site immediate support, advocacy, and follow up for clients and families who come through the CAC. This includes, but is not limited to the following tasks:
  - A. meet with the child and escort upon arrival at the CAC and introduce them to other MDT (Multi Disciplinary Team) members present
  - B. provide support to escort/non-offending caregiver while child is being interviewed
  - C. explain the CAC and MDT process to the non-offending caregiver and answer questions, address caregiver immediate concerns, and facilitate understanding between the caregiver and other team members when necessary
  - D. develop a case-specific advocacy/support plan that includes crisis management and contacts, plan for advocate coordination with other MDT members as appropriate to minimize stress on the caregiver and child and assure MDT members have child/family information relevant to their roles
  - E. provide age-appropriate (based on child) education, guidance and recommendations for caregiver and others who will be interacting with the child during the criminal justice process
2. Facilitate referrals for services and assistance as needed throughout the duration of the investigation and criminal justice process.
3. Educate non-offending caregivers and others (and extended family members when appropriate) regarding the dynamics of child sexual abuse and the impact of sexual abuse on the child to improve support for the child..
4. Collaborate with other agencies currently operating Child Advocacy Centers to research current trends in CAC operations and make recommendations for improvement of services to program director.
5. Maintain case file documentation on all advocate activities.
6. Provide input on MDT discussions regarding individual children and families during the investigation and criminal justice process.
7. Document all work for statistical data reports. Enter and maintain advocacy data in National Children Alliance data base and update case files.
8. Educate regional professionals, residents, and in-house staff on the importance of advocacy for child victims, the role of the advocate and promote participation in professional training that will increase understanding of the impact of sexual abuse and other victimization on children. .
9. Travel throughout the region to provide advocacy to clients and family members.
10. Other duties as assigned by the CAC Director.

### **QUALIFICATIONS:**

1. AA degree or two years of responsible work experience in a human services agency required.
2. Two years of employment or volunteer work with children of a variety of age levels is highly desired.

3. Ability to work with children and people of all ages that have experienced trauma such as physical or sexual abuse.
4. This position is a Covered Position subject to all requirements of the Alaska Barrier Crimes Act AS 47.05.310-47.05.390, 7 AAC 10.900-10.990, and to the Indian Child Protection and Family Violence Prevention Act, 25 USC 3201-3211 (ICPA). A background check clearance is required, including fingerprints, and the employee's name will be submitted to the Background Check Unit of the State of Alaska Department of Health and Social Services and entered into their central registry. Barrier Crimes Act and ICPA requirements apply and must be complied with at all times in order to remain in the position.
5. Computer, keyboarding, and office skills required. Must possess knowledge and skills in Internet usage and Microsoft Office software.
6. Must be dependable, self-motivated, and able to work with minimum supervision.
7. Ability to work effectively with people from a variety of backgrounds.
8. Ability to maintain strict confidentiality.
9. Must be willing and able to travel.

**EEO**

**Approved (3-31-17)**