



**Position Title:** Child Advocate

**Reports to:** Executive Director and Program Director

**Work Week:** 8am-5pm (40 hours) Monday-Friday with one-hour lunch break, **on call duties, as assigned**

**Position Description:** The purpose of a child advocate is to help reduce systemic trauma to children and their families, during a child abuse investigation and beyond. Will provide support to the alleged victim and their non-offending family members, as well as link the child and family to community resources. Helps empower non-offending caregivers; and enhances the mission and vision of the CSC.

**Essential Duties and Responsibilities** (include but not limited to):

- Provide direct client services and abide by the Child First Doctrine, focusing on client needs: anticipate, understand and respond to the needs of clients and their families
- Provide crisis intervention as needed
- Conduct initial intake with non-offending parents/guardians. Intake includes, but not limited to: initial needs assessment, referrals and resources, and support and education
- Document all client interactions in Collaborate within 72 business hours
- Maintain security and confidentiality of all CSC visitors and CSC information
- Maintain consistent contact with professionals involved in the investigation
- Maintain communication with on-site CSC Therapists, regarding clients
- Meet advocacy goals regarding clients and home/school/shelter visits
- Stay current in relevant issues via trainings and research (at least 8 CEU's every other year)
- Attend required meetings
- Attend regional peer reviews
- Will become cross-trained in forensic interviewing
- Conduct forensic interviews with alleged victims of child abuse, *as needed for on call or emergency purposes*. \*cannot conduct forensic interview and be the advocate on the same case
- Maintain appropriate boundaries with clients
- Provide required documentation for grant funded position
- Attend and/or testify in court hearings, as needed
- Model personal wellness
- Other duties as necessary



## Competency

- Able to work independently and as part of a team
- Able to work well under pressure, prioritize and meet deadlines
- Excellent communication skills both written and oral
- Strong organizational skills, including ability to plan ahead and involve other team members, as needed
- Relationship building among different groups and communities
- Problem solving abilities/leadership skills

## Qualifications

- Bachelor's degree in Social Work or related discipline
- Values must align with the CSC mission
- Demonstrates a high level of integrity, reliability and confidentiality
- Ability to work with various professionals
- Highly organized and able to prioritize and multi-task
- Ability to tolerate numerous interruptions throughout the day
- Knowledge of child abuse, Department of Human Services and criminal justice preferred
- Commitment to diversity, equity and inclusion
- Must pass background check

## Special Requirements

- Share on call duties, as assigned
- Certified in Child First Arkansas or willing to train for certification

**All employees will treat co-workers, volunteers, etc. with respect and dignity.**

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle, or feel objects; reach with hands and arms; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move heavy items.

**How to apply:** Qualified applicants may email resume and cover letter to CSC Program Director Casey Atwood: [casey@childrenssafetycenter.org](mailto:casey@childrenssafetycenter.org)



**children's  
safety center**  
of Washington County  
**Restoring Dreams**