

CHILDREN'S ADVOCACY CENTER OF LINCOLN COUNTY

CHILD ADVOCATE POSITION

Reports To: Executive Director

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

The duties and responsibilities of this position are dynamic and varied, but may be broken down as follows:

Records Custodian

- Create and maintain confidential client files, & route documentation as needed. Maintain records related to routing & releases of documentation.
- Responsible to check equipment is ready, some basic equipment troubleshooting, create DVD's.
- Make client packets, order files and other materials needed for services at the Center.
- Update chart notes in files on an on-going basis.
- Collect feedback from families & maintains client statistic logs.
- Provide grant statistical reports, and develops and prepares annual statistics on Center utilization.

Child Advocate

- Prepare the Center for children/families prior to forensic services, reorganizes it afterward.
- Welcome child/families, explain paperwork and orient them to the process when families are receiving forensic services at the Center.
- Interact & bond with the child during the services at the Center, manage family interactions.
- Provide information about the *Crime Victim Compensation* program and assist child victims and their families in submitting applications for the program.
- Assist with intake and scheduling of services and continue to communicate with child/families on an on-going basis, as needed, after the services at the Center.
- Coordinate with the Victim Advocates at the DA's office & accompany child during court proceedings.

Member of Forensic Intervention Team

- Primary support for Forensic Interviewer and Medical Director at the Center.
- Assist in forensic medical exams as needed, assist with Karly's Law medical exams.
- Prepare and sanitize medical exam room as needed.
- Attend FIT meetings and collaborate on processes.
- Assist in revising policies and procedures as needed.

Member of Multi-Disciplinary Team

- Serve as a Lincoln County Multi-Disciplinary Team member (MDT) in reviewing Lincoln County child abuse cases.
- Collaborate with the District Attorney's office, Law Enforcement, DHS, Indian Child Welfare and other agencies to provide advocacy and community resource referrals.

Member of Children's Advocacy Center Team

- Attend staff meetings.
- Communicate professionally, respectfully, and supportively with internal team members, external partners, and board members.
- Promote a positive working environment.
- Promote positive and collaborative working relationships with members of MDT.

JOBSCOPE:

Position works independently but also as part of a Forensic Intervention Team. Work is of considerable complexity and must exercise individual discretion, confidentiality, tact and compassion when dealing with child victims and their families. Extensive knowledge of victim advocacy, the criminal justice system, age-appropriate behaviors and child development is required. This includes strong boundaries as well as recognition of triggers and potential triggers in others as well as oneself. Contributes in the development of concepts, policies, protocols, and Center procedures. Ability to assist or support public presentations and a variety of community outreach events on occasion. Reports directly to the Executive Director.

SPECIFIC JOB SKILLS:

Must have the ability to work independently and make decisions regarding sensitive situations that will be in the best interest of the child victim. Must have the ability to deal with psychological trauma, and work under stressful conditions in a sensitive, non-judgmental, professional manner and the ability to be positive, friendly, calm, patient, cooperative and flexible while dealing with child victims, their guardians and siblings. Must have the ability to participate in public speaking and outreach programs. Must have a very good knowledge of community resources and have the ability to make appropriate referrals. Must have superior verbal communication skills and have the ability to communicate clearly and patiently with clients, who for a variety of reasons may have difficulty understanding. Must be able to respond effectively in crisis situations with a judgment-free attitude, communicate with children at appropriate developmental levels, establish and maintain effective working relationships with the public, co-workers, volunteers, courts, and other agencies. Skill in operating personal computer software in word processing, spreadsheet, and database application is necessary.

EDUCATION/EXPERIENCE/LICENSES /CERTIFICATES REQUIRED:

A Bachelor's degree in related fields such as psychology, child development, social work, or criminal justice, and an additional two to four years experience working with children is required, or an equivalent combination of education and experience that demonstrates the abilities to perform the duties of the position. Must possess a valid Oregon driver's license with a good driving record, automobile liability insurance is required by law. Must complete the state victim assistance academy or 40 hour on-line course within the first six months of employment.

JOB CONDITIONS:

Regular business working hours, however the job may require hours outside of normal workday in courtroom advocacy, emergency situations, and public presentations. Stressful working conditions due to the fact this position deals with children and their families who

have been sexually or physically abused. Repetitive hours of standing, stooping, bending or sitting may be required.

COMPENSATION:

Full-time position, 40 hours per week Monday – Friday.

Compensation: \$44,000 - \$48,000 per year.

Paid vacation, sick leave and holidays.

TO APPLY:

Applications will be accepted until February 1st, 2018.

Interested applicants may download the job application form from the Children's Advocacy Center of Lincoln County website at www.childrensadvocacycenter.net/job-openings/

Interested applicants should submit the completed application, a resume, and cover letter to Paul Schrader at:

director@lccac.com

Or

PO box 707

Newport, OR 97365

Email submissions are preferred.

A criminal background check, DHS Child Welfare Registry check, sex offender registry check and drug screening are all required for employment at the Children's Advocacy Center of Lincoln County.