JOB DESCRIPTION

Title: MDT/CAC Bilingual Family Advocate  
Date: November 2021  
Reports to: Director of Youth & Adult Services  
Status: Full-Time, Non-Exempt

Summary

Provides information, advocacy, referrals and case management services to children and their non-offending care givers referred to the Multidisciplinary Investigative Team (MDT) and Child Advocacy Center (CAC). Referrals to the MDT/CAC are in response to abuse allegations reported to law enforcement and/or the Department of Children and Families.

Responsibilities

Program

- Meets with non-offending guardian(s) at time of interview to address their questions and/or concerns, explain and educate guardian(s) regarding the legal process, supply verbal and written information on victims’ rights, provide education on child abuse, and forensic medical exams and mental health resources.
- Refers children and families to appropriate social services and medical agencies, including The Center for Family Justice. Complete all referral paperwork and ensure all information regarding referrals are added to client files and reported in database(s).
- Works collaboratively with the CAC Clinician to facilitate mental health assessments and referrals.
- Attends court to support child and non-offending guardian(s) and/or to monitor cases as needed.
- Provides ongoing follow-up with non-offending guardian(s) including information about civil and criminal legal proceedings.
- Works closely with Office of Victim Services Advocate/CFJ Family Violence Victim Advocates by providing information and assisting families in filing a restraining order/civil protective order through the civil/family court system.
- Assists CAC Director with scheduling MDT forensic interviews with assigned MDT team members and non-offending guardian(s). Follows client’s case from initial assault to conclusion and monitors cases through prosecution.
- Facilitates a non-offending support group for non-offending guardian(s) and/or a teen support group; as needed.
- Participates in bi-weekly team meetings for the purpose of case review, planning and coordination. Provides MDT members with accurate and updated verbal reports regarding case management, client advocacy and other information.
Informs and acts as a consultant to team members regarding MDT/Child Advocacy Center (CAC) best practices, policies and procedures.

Consistent and timely data entry of cases using Efforts to Outcomes and NCATrak.

Assists CAC Director with Child Abuse Prevention Month event planning.

Assists the CAC Director with maintaining documentation in order to provide funders/potential funders with appropriate program outlines (i.e. monthly reports, program descriptions, standards, etc.)

Provides narratives and other documents as required for funding requirements.

Implements evaluations to parents through the Outcome Measurement System.

Provides community education and outreach regarding child abuse and related topics.

Agency

- Attends assigned The Center’s meetings.
- Rotates shifts on the CFJ Sexual Violence hotline (after hours and on weekends).
- Special projects as assigned.

QUALIFICATIONS

Required

- Bachelor’s Degree in social work, criminal justice, psychology or related field and 3-5 years of experience working with victims of sexual abuse/violence and their families.
- Understanding of child development including healthy sexual development as well as knowledge of trauma informed services.
- Knowledge of Department of Children and Families response to child abuse.
- Knowledge of law enforcement response to child sexual abuse victims.
- Ability to work with diverse populations including child victims of severe physical and/or sexual abuse.
- Strong commitment to The Center’s mission.
- Strong written and verbal communication skills.
- Strong organizational skills and an ability to work independently.
- Ability to handle multiple tasks in a fast paced environment.
- Satisfactory completion of The Center’s certification training.
- Daily access to a car with a valid CT driver’s license.
- Flexible Schedule late Afternoon Availability- (3 pm to 6 pm)

Preferred

- Computer literacy, including data entry experience, utilization of software packages, Microsoft word and internet/e-mail.
- Experience with case management software.
Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to the classification. They reflect the essential elements and general responsibilities of the position, but are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The performance of all essential functions listed is subject to reasonable accommodation in accordance with the Americans with Disabilities Act.