

The Chautauqua County Child Advocacy Program

Position Title: Family Advocate

Job Summary: Provide a variety of advocacy services and interventions for child victims of abuse and their families. Interact with professionals from other disciplines and agencies involved in abuse investigations and/or provision of services with victims and families.

Education, Trainings and Experience: Bachelor's Degree in Human Services preferred; Minimum Associate Degree in relevant field required. Two years experience in the field of child services, including abuse and/or victim advocacy. This position requires use of an automobile, a valid NY State driver's license and proof of valid insurance.

Supervised By: CAP Advocacy Coordinator

Duties and Responsibilities include:

- Establish contact with and provide support for victims and families at multidisciplinary team interviews
- Provide crisis intervention for victims and families referred to the Child Advocacy Program
- Maintain contact with victims and families throughout their involvement with CAP, including the investigation and prosecution by keeping them informed of the case status, upcoming meetings or court dates, and assessing needs of families and victims
- Provide court advocacy, court preparation, and support for victims and families in coordination with prosecution
- Complete intake and referral process according to policy and procedures
- Complete and submit Office of Victim Services (OVS) applications for victims of crime
- Provide assessment of client needs and develop a plan to meet the needs for clients and families referred to CAP
- Participate in communication and coordination of services with other internal and external providers
- Document all services provided to clients according to agency requirements and guidelines
- Participate in educational experiences as requested by the Executive Director and Advocacy Coordinator
- Participate in community outreach and educational events, which may occur outside normal business hours
- Represent CAP at fundraising and community networking functions
- Assist with community presentations, as needed
- Help facilitate supportive and educational groups for youth and/or caregivers
- Attend staff meetings
- Work a flexible schedule as required by responsibilities of the position
- Perform other duties as requested
- Uphold CAP's Mission