



Job Description

Job Title: Family Advocate
Department: CAC – Stevie’s Place
Reports to: CAC – Stevie’s Place Manager
FLSA Status: Non-exempt/Full Time
Revision Date: 12/1/2020

GENERAL POSITION SUMMARY

Under the direct supervision of the CAC Program Manager, the family advocate works as a partner in providing and acquiring proper resources for non-offending parents or guardians of alleged victims of child sexual or domestic abuse and child victims. The advocate has experience with and access to local service agencies and resources to better meet the needs of clients at Stevie’s Place. The family advocate also assists families and child victims in understanding and navigating the process of a child abuse investigation. The advocate serves as a liaison and voice for families, working between the different resource agencies and the multidisciplinary team, to ensure services are provided in the best interest of the child.

ESSENTIAL DUTIES AND RESPONSIBILITIES

General Responsibilities:

- Provides crisis intervention for victims and families referred to or receiving services at CAC - Stevie’s Place.
- Maintains open and responsive communication with clients, staff members, professionals from other disciplines and agencies involved in sexual abuse investigations and/or provision of services with victims and families, in a respectful and empowering manner.
- Assists families in locating sources of support and helps them navigate through the process in an open, compassionate and professional way, while supporting Stevie’s Place and RCPC’s mission.
- In the absence of the CAC Manager, accept and complete initial referral phase for investigative cases referred to the CAC.
- Remains updated on current local and State resources, fostering a positive, professional and respectful relationship with agencies, multidisciplinary teams and authorities.
- Maintains informed and updated on the latest information in the field of child sexual abuse.
- Participates in educational and training experiences as required by the CAC manager.
- Documents and maintains records and communications in an organized manner.
- Follows RCPC and Stevie’s place Policies and Procedures.
- Attends regularly schedule supervisory meetings with program manager or other designated supervisor, RCPC’s Monthly Staff meetings or mandatory meetings as required.
- Assist CAC Manager on compiling data for reports as needed and day to day operations if necessary.
- Maintains information, forms and case files kept by the CAC.
- Enters Case data into the CAC database and keeps database accurate and up to date.
- Works a flexible schedule as required by the needs of the position.



- Is understanding, sensitive and respectful to a diverse population of clients and demonstrates a commitment to cultural competency.
- Attends case review and multidisciplinary team meetings as required.
- Responds to on-call emergency cases referred to Stevie's Place.
- Other duties may be assigned.

Additional Duties:

- Assist in development and implementation of overall program procedures.
- May be required to facilitate support groups
- Participation in Agency activities and gathering of information when necessary.

KNOWLEDGE, ABILITIES AND SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to communicate directly and respectfully
- Ability to learn, understand and respect the roles of each agency, represented by the Multidisciplinary Team.
- Advanced observation skills and knowledgeable in the observation of family dynamics to identify and implement appropriate interventions.
- Avid Multitasking
- Detail oriented with a high level of accuracy; motivated and willing to take initiative
- Team Oriented
- Maintain strict confidentiality
- Excellent oral and written communication skills
- Excellent Interpersonal Skills
- Dependable, consistent and accountable.
- Knowledgeable of Alaskan Cultures
- Ability to apply working knowledge of parent-child interaction and the dynamics of child abuse and neglect with families in a non-judgmental manner with families.
- Experience and/or desire to work in a non-profit environment and with families and children

MINIMUM EDUCATION/EXPERIENCE:

- Minimum four years of experience in human services.
- Proven knowledge of basic computer skills and office equipment.
- Working knowledge of Parent-child interaction, child development materials and the dynamics of child sexual abuse and neglect.
- Bachelor's Degree in behavioral sciences such as psychology, sociology, social work, human services, child development or child education or equivalent and applicable work experience.

PHYSICAL DEMANDS

The physical demands and work environment 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.

- Prolonged sitting or standing for long periods of time.
- Frequent walking.
- Frequent bending, stooping, reaching, pushing and pulling.
- Occasionally will lift up to 20 pounds.
- Normal vision range.
- Frequent rapid mental/hand/eye coordination and manual dexterity.

ACKNOWLEDGEMENT

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Resource Center for Parents & Children, Inc.
- I have read and understand this job description.
- My supervisor has reviewed this job description with me.

Print Employee Name:
Employee Signature:
Date:

Print Supervisor Name:
Supervisor Signature:
Date:

The above statements are intended only to describe the general nature and level of work to be performed by an employee assigned to this position. They are not intended to be construed either as an employment contract or as an exhaustive list of all responsibilities, duties, and skills required of persons so classified or assigned and are subject to change at the discretion of the employer.