



Job Description

Job Title: Child Advocacy Center Specialist
Department: Stevie's Place Child Advocacy Center
Reports to: Stevie's Place Child Advocacy Center Program Manager
FLSA Status: Non-Exempt/Full Time
Revision Date: 4/2/2025
Wages: DOE; minimum qualifications starts at \$25/hour

GENERAL POSITION SUMMARY

Stevie's Place Child Advocacy Center is a child friendly and culturally appropriate program designed to work as part of a multidisciplinary team (MDT) in investigations of child sexual abuse, physical abuse, severe and/or medical neglect, or witness to violence. The Child Advocacy Center (CAC) Specialist coordinates many activities related to the CAC. The CAC Specialist must be willing to work with children, families, and people of all ages. They will also be an active member and work closely with the multidisciplinary team which includes but is not limited to law enforcement, child welfare, district attorneys, tribal partners, forensic medical, and behavioral health clinicians.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collaborate with MDT and other community partners to identify needs and determine how to provide services to those affected by child abuse;
- Attend Alaska ChildFirst Forensic Interviewer training;
- Conduct forensic interviews and provide information from the interviews to multidisciplinary team members;
- Testify in civil and criminal court proceedings, as appropriate or requested, on the interview process and techniques as well as on specific interviews;
- Data entry and record keeping;
- Participate in multidisciplinary team meetings and provide input in case review meetings based on training, experience, and contact with specific clients;
- Responsible for keeping all demographic, statistical material and other documentation that will assist in the development of CAC strategic plans and grant writing;
- When not conducting the interview, the CAC Specialist will be responsible for keeping regular contact with CAC clients and MDT members involved and providing case management support and advocacy services;
- Be a part of the Stevie's Place on-call rotation, carry the Stevie's Place on-call phone when scheduled, and respond as needed;
- Networks with community agencies and service providers to foster positive interagency working relationships. This includes attendance at outreach events;
- Assists families in locating sources of support and helps them navigate through the CAC process in an open, compassionate, and professional way;
- Other duties as assigned.

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;
- Detail oriented with a high level of accuracy; motivated and willing to take initiative;
- Team Oriented;
- Knowledge and ability to adhere to the Health Insurance Portability and Accountability Act (HIPAA) and 42 CFR Part 2 confidentiality regulations;
- 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;
- Experience and/or desire to work in a non-profit environment with families and children.

EDUCATION/EXPERIENCE:

- Attend ChildFirst Alaska forensic interviewer training within 6 months of hire, (as soon as available);
- Training as a family advocate or ability to obtain 24 hours of family advocacy training upon hire;
- Academic training and practical experience in developmental stages of children and the dynamics and effects of familial child abuse and neglect;
- Proven knowledge of basic computer skills and office equipment.

PREFERRED EDUCATION/EXPERIENCE:

- Bachelor's Degree in behavioral sciences such as psychology, sociology, social work, human services, child development or child education;
- Previous work experience at a Child Advocacy Center;
- Previous member of a CAC Multidisciplinary Team.

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.