

**IONIA MONTCALM SECURE AND FRIENDLY ENVIRONMENT
CHILD ADVOCACY CENTER**

VICTIM ADVOCATE POSITION

Reports to: Director

Pay: \$55,000 – No Benefits

Job Description: Candidates must possess a Master's degree in an appropriate mental health field, with a minimum of two years' experience in the treatment of child trauma (preferably child sexual and physical abuse), including Trauma-Focused Therapy. The candidate should also be familiar with legal reporting requirements under the Michigan Child Protection Act, have excellent computer skills, written and oral communication skills, the ability to work well in a team environment and experience in crisis intervention, sexual abuse dynamics, and child development. This position provides initial and on-going support and services to the child abuse victims and/or family members including crisis intervention, advocacy, case updates, resource referrals, victim's rights information, education and more.

Duties Include:

I. Support services

- a. Responsible for contacting all caregivers 7 days after their child's forensic interview to answer questions and provide information and support
- b. Responsible for making follow-up calls to caregivers at 30, 60 and 90 days and as needed to ensure access to CAC services and/or outside referrals, as well as to get feedback if children are receiving counseling services at other community agencies
- c. Provide information and referral for needed services, such as long term counseling outside the CAC, support groups, medical care, emergency financial assistance, and other community resources to resolve issues related to victimization
- d. Maintain an adequate amount of Parent Packs ready for distribution.
- e. Maintain adequate supplies for the parent packs, ordering when necessary. Review materials quarterly to ensure our materials are up to date, review proposed changes with the Director

II. Immediate Crisis Intervention

- a. When appropriate, involved with Pre/Post forensic interview with caregivers providing crisis intervention if necessary
- b. Make initial assessment of the child victim and family treatment needs.
- c. Meet with parents face to face when available or contact by phone to explain pertinent information and support resources
- d. Coordinate with the counselors to provide referral

information to therapist already involved in providing treatment to the child.

III. On-Going Crisis Intervention Services

- a. When you are conducting crisis counseling with a caregiver, offer the caregiver appropriate paperwork prior to any referral for further counseling.
- b. Meet with caregiver to obtain family history and signed releases
- c. Following the interview make appropriate recommendations for counseling.
- d. Follow-up with those who were referred to ensure clients accessed services and ascertain their feelings regarding services they are receiving
- e. Provide individual therapy sessions with clients, if staff has appropriate training and degree.
- g. Maintain adequate and organized documentation of contacts with clients in Access database within one week.

IV. Crime Victim's Compensation

- a. Provide information and application to all parents of child victims who may qualify for reimbursement
- b. Assist caregiver in CVSC packet completion

V. Multi-disciplinary Team Support

- a. Help Forensic Interviewer Coordinate MDT participation in interviews, and medical exams as appropriate
- b. Obtain updates from MDT members regarding case status.
- c. Notify the team when client families arrive
- d. Provide supervision for all clients in the waiting room area.

VI. Data Base/Case Review

- a. Help the Forensic Interviewer coordinate and prepare for case review
- b. Responsible for core client data base audit
- c. Record all case tracking/client contact information into the database.

VII. Other duties

- a. Attend Staff meetings and Case Review
 - b. Participate in staff functions
 - c. Prepare OMS and collaborate on NCA Statistical Reporting
 - d. Other duties as assigned by the Executive Director
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Staff Signature/Date Supervisor Signature/Date