



## CHILD AND FAMILY CARE COORDINATOR / VICTIM ADVOCATE

The Child and Family Care Coordinator / Victim Advocate is a Bachelor's level professional with specialized training and expertise in crime victim assistance. The role of the Victim Advocate is to establish and maintain contact with the child and their non-offending caregivers/family and to act as a liaison and provide appropriate assistance from initial contact at the CAC through the entire investigative and prosecution process. The Victim Advocate provides initial and on-going support and services to the victim and/or family including crisis intervention, advocacy, case updates, resource referrals and navigation, victim's rights compensation information, court accompaniment and education and more. The position has the expectation of understanding and implementing the state and county protocol for interviewing children identified as alleged victims of child sexual abuse, strong physical abuse, and/or witness to trauma.

Supervision: This position reports directly to the Program Director.

Salary: This is a **32 hour work week** salaried position with the possibility of nontraditional hours; salary based on education and experience and is contingent on grant funding (\$29,600 - \$41,600); Position has potential to expand to 40 hours

Minimum Qualifications: Bachelor's degree in counseling, social work or related field

Skills / Knowledge: Knowledge regarding the dynamics of child and adolescent sexual and physical abuse, skills in functioning within a multi-disciplinary team, organizational skills, interpersonal communication skills

Personal Qualities: Good character, ability to empathize, dependability commitment to NMMCAC's mission

Duties and Responsibilities:

- Act as a liaison and provide appropriate assistance from initial contact at the CAC through the entire investigative and prosecution process for children as suspected victims of abuse and their non-offending family members
- Coordinate resources and referrals for children as suspected victims of abuse and their non-offending family members
- Provide initial and on-going support and services to the victim and/or family including crisis intervention, advocacy, case updates, resource referrals and navigation, victim's rights compensation information, court accompaniment and education and more
- Ensuring that all necessary release and consent forms have been signed by the child's custodial parent and/or legal guardian prior to an interview taking place
- Keep accurate and timely records of all sessions, including case notes and making needed revisions/updates, while maintaining confidentiality in accordance with Michigan Law, County Protocols, and NMMCAC Policies.
- Attend conferences, seminars, meetings, etc. for the purpose of collaboration with other organizations and continuing education.
- Complete a minimum of 24 hours of staff development training annually.
- Other duties as assigned by the Executive Director or Program Director

This position is governed by and includes all conditions listed in the NMMCAC Organizational Policies and Procedures. This is an at-will position. It requires a six month probationary period. This position and all positions with NMMCAC are designed to serve the mission of the CAC, *Through a community based collaborative and in partnership with our multidisciplinary team champions, ensuring all of Northern Michigan's children have access to excellence in child abuse response, trauma-informed treatment, and specialized and compassionate care.*

