

CHILD SAFE OF CENTRAL MISSOURI, INC.
JOB DESCRIPTION
CHILD ADVOCATE

Job Title: Child Advocate

Reports to: Program Manager/Executive Director

Job Summary: Under the supervision of the Program Manager, the Child Advocate is charged with the responsibility of carrying out the purposes, policies and programs of Child Safe of Central Missouri, Inc. as determined by the Board of Directors. Specifically the Child Advocate is responsible for direct advocacy services and support for children who are alleged victims of abuse and their families.

Education/Experience/Training:

- Bachelor's degree in child development, social services, education or related field
- Training in the field of child abuse a plus
- Verbal and written fluency in Spanish is preferred

Essential Job Functions:

1. Provide crisis intervention either in person or via telephone for families referred to Child Safe throughout the investigative process.
2. Provide information and support to families regarding child advocacy service, mental health and medical services referrals, criminal justice process and victim compensation claims.
3. Provide follow-up phone contact with family within two weeks following interview
4. Provide referrals for mental health and SAFE-CARE exams
5. Schedule and facilitate case reviews with the multidisciplinary teams in person on a regular basis with the following counties: Benton, Carroll, Cooper, Henry, Hickory, Johnson, Lafayette, Morgan, Moniteau, Pettis, and Saline. Conduct case reviews via telephone conference on a regular basis with Chariton, Linn, and any additional counties. Email multidisciplinary team members case review memos two weeks prior to case reviews.
6. Accepts phone calls or meets with walk-in community members in crisis or requesting services.
7. Accompany child to court as requested by the family or prosecutors office.
8. Participate in the Program Committee Meeting and keep accurate records to present the Child Advocate Report.
9. Schedule and provide MDT with training opportunities.
10. Maintain up to date and accurate information on Child Safe's social media sites.
11. Maintain records in the database on every case at Child Safe including all cases from previous years. The Child Advocate enters all information into the database within 30 days of a case review. The advocate is also responsible for closing all cases.
12. Complete Advocate forms and outcome forms for each child.

13. Maintain accurate Excel spreadsheets to document all requirements for the Child Advocate's grant.
14. Participate in community outreach such as the School Resource Fairs, Sexual Abuse Response Team (SART) meetings, etc.
15. Perform related job duties as requested by the Executive Director

Special Requirements and Skills:

1. Satisfactory criminal background investigation and a CA/N screening as a condition of employment/contract
2. Basic computer skills
3. Ability to lift up to 25 pounds and stand or walk for more than 50% of the day
4. Ability to work under pressure to meet deadlines
5. Ability to function harmoniously in a busy work place as part of a multidisciplinary team
6. Must acknowledge and adhere to the confidentiality policy and procedures and must adhere strictly to the highest professional ethics, confidentiality, discretion, and judgment
7. Excellent verbal and nonverbal skills to communicate with children, families, staff, interns, volunteers, multidisciplinary team members, and the public
8. Understanding of child development ages birth to 18 years
9. Understanding of complex family dynamics in child abuse
10. Knowledge of current services for abused children in Central Missouri
11. Ability to work effectively in crisis situations
12. Ability and willingness to work as a team member with Child Safe staff, volunteers, interns and MDT members
13. Excellent oral and written communication skills
14. Excellent problem solving skills
15. Valid driver's license

Supervisory Responsibility: Assigned Volunteers and Interns

Child Safe of Central Missouri, Inc. is an Equal Opportunity Employer

Development Date: April 2017