

Champaign County Job Description

Job Title: Family Advocate

Department: Children's Advocacy Center (CAC)

Reports to: Executive Director

FLSA Status: Exempt

Grade Range: G

Date Approved: March 2016

SUMMARY Works through local agency and service providers to facilitate investigations, medical and treatment referrals, and ongoing legal proceedings to support child victims of sexual and serious physical abuse and their families.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.

Works with agencies and service providers to facilitate case coordination and information sharing.

Refers child victims and their families to appropriate community agencies such as crisis intervention; legal advocacy; counseling agencies for medical, mental, physical, social and educational needs.

Maintains case records and provides assistance with appropriate documentation.

Works closely with law enforcement agencies, schools, health, and welfare agencies.

Assists with prevention/education curriculum development and presentations.

Available on-call outside of normal business hours as required to provide essential services.

SUPERVISORY RESPONSIBILITIES May provide some direct supervision to interns and volunteers.

QUALIFICATIONS 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.

EDUCATION and/or EXPERIENCE Bachelor's degree (B.A.) from a four-year college or university and a major in social work or a related field. Previous experience in criminal justice, human services and professional training in child abuse is recommended.

LANGUAGE SKILLS Ability to read and interpret documents such as law enforcement reports, government or agency regulations and legal interpretations. Ability to write reports and business correspondence. Ability to speak effectively before individuals, public groups and employees of the organization.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

REASONING ABILITY Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. Occasionally will do home or on-site visits. The noise level in the work environment is usually moderate.