



### **Position Description**

**Position Title:** Family Advocate-Bilingual Preferred  
**Reports To:** Manager of Forensic Services  
**Schedule:** Full Time Monday-Friday 8:00am-4:30pm/11am-7:30pm (flexibility required)

### **General Description**

The Family Advocate at SafeSpot Children's Advocacy Center holds a vital role in ensuring that all victims and families served by the Multidisciplinary Team (MDT) receive consistent and comprehensive advocacy and support services from inception of a case, through investigation and prosecution, and until the family has achieved access to all necessary support services to promote healing. The Family Advocate works directly with non-offending family members by providing advocacy, crisis support, and short-term case management services in order to reduce the effects of childhood trauma. Victim support and advocacy will be implemented in accordance with state legislation for victim's rights and National Children's Alliance recommendations for best practice standards, with a primary focus on reducing trauma and improving outcomes. The Family Advocate is responsible for case-tracking and coordinating victim support and advocacy with partners to ensure a streamlined response.

### **Duties and Responsibilities include:**

- Greet and orient the child and family to the Children's Advocacy Center and the coordinated, multidisciplinary process;
- Answer any questions related to the investigative process as appropriate and provide feedback to the assigned investigators regarding communication with the caregiver;
- Provide crisis intervention and ongoing support for the child and family at all stages of investigation, prosecution and resource connection;
- Provide caregivers with education about abuse and/or trauma and its effects on children and families, including how to mitigate the effects and build resiliency;
- Maintain regular contact with the family in accordance with their needs through investigation and service connection;
- Make appropriate referrals to treatment providers who specialize in trauma-focused treatment for children, and other specialized treatment as needed;
- Partner with Child Protective Services (CPS), Fairfax County Police Department (FCPD) Victim Services and any other agencies to ensure that needed services are provided (e.g., housing, protective orders, domestic violence interventions, food, public assistance, transportation, etc.);

- Complete the Victim Services Specialist Referral Form (VSSR) as soon as possible within 5 business days and email to the assigned FCPD Victim Services Specialist regarding resource needs and treatment referral plans;
- Administer satisfaction surveys to families as required
- Co-Facilitate Peer Support groups for non-offending caregivers
- Maintain client records to reflect service plan, client interaction, and referrals made in NCATrak;
- Maintain strict standards of confidentiality.

**Other Responsibilities include:**

- Participate in pre- and post-conference meetings with MDT investigators for individual Forensic Interview appointments to ensure information-sharing and coordination;
- Coordinate regular meetings with partner agencies and other community agencies providing victim support and advocacy to establish protocols that define roles, reduce duplication of efforts and ensure seamless coordination of advocacy services;
- Participate in MDT case review and follow through with any recommendations by the MDT;
- Maintain close collaboration with Forensic Interview staff and with other MDT partners;
- Attend regular staff meetings, case conferences and trainings as required;
- Maintain current and consistent continuing education in accordance with national standards;
- Meet and network with referral agencies to create and maintain a comprehensive provider network for children and families;
- Update resource provider list for therapy and other emergency resource needs for Fairfax County and surrounding counties
- Regularly update case tracking sheet
- Participate in weekly supervision
- Perform other duties as requested by the Manager of Forensic Services and/or Executive Director.

**Education and/or Experience:**

- Minimum of Bachelor's Level degree in counseling, social work, psychology, juvenile justice or related fields.
- Must have specialized training in the following:
  - Child development
  - Dynamic of abuse
  - Trauma-informed services
  - Crisis assessment and intervention
  - Risk assessment and safety planning
- Experience in the field of Intimate Partner Violence helpful.

### **Knowledge, Skills, and Abilities:**

- Excellent interpersonal and communication skills to work effectively with child victims and their families, as well as with multidisciplinary team members and members of community groups.
- Must display cultural humility and professional ethics and boundaries.
- Must be able to work with CCI Facility Dog.
- Organizational skills to manage workload and related responsibilities.
- Must have excellent computer skills.
- Ability to work independently and sustain a flexible schedule.
- Flexibility and adaptability to changes in agency and MDT protocols.
- Clear criminal and civil background checks.
- Bilingual English/Spanish strongly preferred.

### **Compensation and Benefits**

This is a full-time position. Current benefits include health, dental, and vision insurance, retirement, annual leave, paid holidays, and family leave. Salary is competitive and dependent on qualifications and experience; range is \$48,000- \$55,000/year.

### **Application Process**

To apply please send a cover letter, resume, references, and salary requirements to [angela@safespotfairfax.org](mailto:angela@safespotfairfax.org) no later than April 13, 2022

SafeSpot provides equal employment opportunities for all applicants for employment and does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, place of residence or business, military service, and/or any other basis protected by federal or Virginia law. This policy extends to all aspects of employment opportunity including, but not limited to, hiring, compensation, benefits, promotion, transfer, layoff, termination, retirement, placement, training, and all privileges, terms, and conditions of employment.