



## POSITION ANNOUNCEMENT

### **Child Victim Advocate and Community Educator**

**May 22, 2018**

Family Service of the Piedmont is a not for profit agency whose mission is to promote healthy lives and relationships for children, families and individuals, through early intervention, treatment and support in times of crisis or transition.

The agency is seeking a **Child Victim Advocate and Community Educator** to provide advocacy services to child victims of violent and/or intrusive crimes with their caregivers, law enforcement, DSS, the judicial system and other service providers to ensure that the best interest and safety of children is paramount at all times and in order to protect children from future harm during the investigation and prosecution process. Develop and present educational programs for all age levels within the service area of the Children's Advocacy Center.

#### **Responsibilities:**

1. Administer educational awareness programs within the scope of child abuse awareness and prevention.
  - Direct and implement a variety of awareness programs on topics including sexual abuse, physical abuse, technology safety, and reporting responsibilities. Programs are to be designed for all educational levels including those for children who have disabilities (Physical and Developmental).
  - Utilize effective and efficient scheduling of presentations.
  - Direct and implement presentations in community organizations, churches, businesses, daycares, pre-schools and specialized educational facilities.
  - Develop and distribute evaluation forms for each type of presentation and maintain accurate presentation data.
  - Recruit, train and utilize volunteers as required/needed for presentations.
2. Conduct intakes and assessments of the child and family's safety; provide crisis intervention to child victims and their families; schedule and coordinate forensic interviews with law enforcement, DSS & non-offending caregivers; coordinate team case review; follow up with non-offending caregivers and coordinate services with law enforcement, DSS, the judicial system and other service providers. Keep MDT members and non-offending caregivers, if requested by law enforcement, updated on case development.
3. Provide information to the non-offending caregiver about counseling and other services available for the child victim and their family and provide referrals when appropriate. Collaborate with other service providers to avoid duplication of services.
4. Provide court preparation and accompaniment for child victims and their non-offending caregivers and assist with obtaining appropriate protection orders for child victims when necessary.
5. Provide the non-offending caregiver with information about NC Crime Victim's Rights as they relate to child victims and assist with completing the necessary paperwork for Victim Impact Statements, Crime Victim's Compensation, and the Address Confidentiality Program.

6. Provide information and education regarding the dynamics of family violence, sexual assault, children's exposure to violence, the CAC, the coordinated MDT response, and the investigation and the prosecution of child abuse cases to parents, MDT members and the community.
7. Document services provided by completing all required agency and CAC documentation.
8. Abide by all local, state and federal laws regarding the confidentiality of information obtained during the course of criminal investigations. This shall include but not be limited to information concerning the identity of victims, or others, police procedures, criminal investigations, personnel matters, or other information that could jeopardize any criminal investigation.
9. Maintain harmonious working environment by participation in team and staff meetings, consulting with staff regarding topic areas, respecting cultural and lifestyle differences, and by providing support and encouragement to other staff members.
10. Act at all times in a manner appropriate with the professional provision of services.
11. Maintain responsibility for travel between service locations, to applicable meeting sites, to required trainings and to provide court testimony when subpoenaed required.
12. Assist agency in overall service delivery by performing other administrative duties as delegated or required.

**Qualifications:**

1. Ability to respond appropriately to the cultural differences present among the organization's service population and staff is required.
2. Ability to work in partnership with other team members.
3. Ability to forge a mutually respectful partnership with persons served and their families in which they are helped to gain the skills and confidence to address any issues and problems they face.
4. Conviction about the capacity of people to grow and change.
5. Ability to set limits and maintain the helping role of the practitioner and to intervene appropriately to meet the needs of the persons served or other family members.
6. Valid driver's license, clean driving record and the ability to operate a motor vehicle.
7. Ability to sit, stand, walk, lift light objects as needed, move about the office or otherwise perform the physical tasks required to perform the duties listed above.
8. Computer literate and possess the ability to operate technology associated with effective presentations.
9. Effective verbal and written communication skills
10. Working knowledge of child abuse investigation and prosecution procedures, child development, and the dynamics of child and family abuse.
11. Bachelor's Degree or the equivalent combination of directly related education, training, and experience that provides the required knowledge, skills and abilities.

Send resume and letter to:

Human Resources  
Family Service of the Piedmont  
902 Bonner Drive  
Jamestown, NC 27282

**FAMILY SERVICE OF THE PIEDMONT IS AN EQUAL OPPORTUNITY EMPLOYER**