



Job Description: Victim Advocate- Part-Time

Summary: The Victim Advocate's primary responsibility is to provide support and advocacy to child victims of sexual abuse, physical abuse, and homicide and their non-offending family members. This position reports directly to the Child and Family Services Director.

Essential Job Functions:

- Provide information about the CAC to families visiting for the first time, including services available to children who disclose abuse
- Conduct needs assessment for non-offending parents who are referred/seeking services
- Provide support, counseling, and community resources information, to child sexual abuse and non-offending caregivers throughout the process of the investigation and intervention, including referrals to the Driving the Dream (DTD) and Padrino program
- Educate non-offending caregivers about the process of a child abuse investigation and the impact of sexual abuse on children
- Conduct regular follow up calls to families
- Coordinate with therapists to address family's needs
- Assist families during their forensic medical exams
- Maintain confidentiality and ensure the services provided and other appropriate data is entered into NCAtrak system.
- Support families during court proceedings
- Interface with multidisciplinary team members related to client cases and attend CPIT case review meetings
- Provide crisis assessment and intervention services as needed
- Supervise and engage with children in playroom.
- Complete pre-forensic interview calls Some on-call and weekend hours are occasionally required

Performs other duties as assigned

Classification: Non-Exempt

Pay Range: \$20/hr. (range will be determined by qualifications and experience)

Qualifications:

- High school diploma and social services experience or other related fields is required.
- Bachelor's degree in social work or related field from an accredited program is preferred.
- Excellent communication skills and demonstrated knowledge of basic computer skills
- Knowledge of community resources and demonstrated ability to utilize this knowledge
- Working knowledge of child physical and sexual abuse and their impact on children and families
- Interviewing and assessment skills; familiarity with child protection laws, and investigative and judicial procedures Ability to communicate with a wide range of children and families from different cultural backgrounds

Training:

- A minimum of 12-hours in-service training is required
- Attendance at conferences and workshops may be included as part of the 12-hour minimum
- 6 hours of the annual training must be provided by sources outside of the agency

Applications will be accepted until final candidates are identified. Send cover letter, resume and list of 3 professional references to Rajah Brown, Director of Operations at apply@MemphisCAC.org with the subject line: Victim Advocate.

The Memphis Child Advocacy Center serves children who are victims of sexual and physical abuse through prevention, intervention, and education. Our vision is a community where children are safe, families are strong, and victims become children again.

The Memphis Child Advocacy Center is an equal opportunity/equal access employer.