



## Description of Responsibilities

Position Title: Family Advocate

Baltimore Child Abuse Center

Supervisor: Director of Forensic Services

***The mission of the Baltimore Child Abuse Center is to provide all reported victims of child sexual abuse in Baltimore City and their non-offending caretakers, with comprehensive interview, medical treatment, referral and/or crisis counseling services.***

### Summary:

In supporting the mission of BCAC, the Family Advocate (FA) is the first point of contact for victims of child sexual abuse, sexual assault, other crimes and exposure to violence, as well as for their non-offending caregivers. The focus of victim support and advocacy is to help reduce trauma for the child and non-offending family members and to improve outcomes. The FA helps the non-offending caregiver to identify and access services the family may need. In addition, the FA encourages the non-offending caregiver to participate in the investigation, prosecution, treatment and support services. The FA participates on the multidisciplinary team (MDT) and provides support for the child and the non-offending caregiver.

### Victim support and advocacy may include but is not limited to:

- Greeting and orientation of the child and family to the CAC and MDT process
- Provide crisis intervention and support for the child and family at all stages of investigation and prosecution
- Provide education about the coordinated, multidisciplinary response
- Provide updates to the family on case status, continuances, dispositions, sentencing, offender release from custody
- Assessment of the child's/family's attitudes and feelings about participation in the investigation/prosecution/treatment
- Provision of court education/support/accompaniment
- Securing transportation to interviews, court, treatment and other case-related meetings as needed
- Assistance in procuring concrete services not already provided (housing, protective orders, domestic violence intervention, food, crime victims compensation, transportation, public assistance etc.)
- Make appropriate referrals to treatment providers who specialize in providing treatment to sexually abused children, and other specialized treatment as needed
- Maintain client records to reflect service plan, client interaction, and referrals made
- Communication of treatment referral process to families and partners as required
- Partner with CPS to ensure that needed services are provided (e.g., housing, protective orders, domestic violence interventions, etc.)
- Complete all NCAtrak requirements

### Other Responsibilities include:

- Work with representatives from the State's Attorney's Office, Police Department, and Child Protective Services of Baltimore City to establish a system by which case data is shared for use in advocacy efforts
- Participate in MDT case review staffing and trainings
- Responsible for tracking the family's treatment adherence
- Assist with the supervision of interns and volunteers involved with advocacy
- Review and modify operational protocols as necessary

- Maintain good communication with Forensic Interview Program and with other MTD partners
- An ability to coordinate service provision among multiple state agencies.
- Acting as a liaison to sustain positive working relationships with community service providers such as mental health, social service, and health care agencies
- Willingness to make home visits when necessary
- Provide treatment as needed
- Attend regular staff meetings, case conferences, trainings as required
- Perform other duties as requested by the Director of Forensic Services

**Knowledge, Skills and Abilities**

- Licensed mental health professional
- Willingness to work with families in crisis
- Knowledge of child development, child sexual abuse, physical abuse and neglect
- Understanding of trauma dynamics
- Organizational skills to manage workload and related responsibilities.
- Good computer skills
- Good interpersonal and communication skills to work effectively with child victims and their families, as well as with team members and members of community groups.
- Ability to work independently
- Bilingual English/Spanish helpful

**Additional:**

- This position is full-time, 40 hours per week, and includes some evening hours
- Equal Opportunity Employer
- Health benefits and parking provided