
CHILD & FAMILY ADVOCATE

Position Title: Child & Family Advocate

Classification: Nonexempt Status

Reports to: Sexual Assault Services Director

Primary Worksite: Monticello, Sullivan County

Fearless! (formerly known as Safe Homes of Orange County) is a not-for-profit 501(c) (3), which has grown from a grassroots, small group of committed individuals in 1986 to an organization, leader, and resource in the field of intimate partner violence and human trafficking advocacy and services provision. Our many programs include a Family Justice Center, emergency shelter, legal program, anti-trafficking program, individual and group support, advocacy, therapeutic counseling, Risk Reduction Response Programs, systems-based advocacy and collaboration, community education, and outreach, throughout Orange and Sullivan Counties.

Role Summary:

The Child & Family Advocate will provide direct support services to child victims of abuse and the non-offending parent/caregiver. They will work closely with the Child Advocacy Center multidisciplinary team to coordinate services from appropriate disciplines, ensuring that all youth and families have access to advocacy services. They will serve individuals around needs arising from, but not limited to, child abuse, intimate partner violence, human trafficking, teen dating violence, sexual violence, and other types of crime victimization.

Duties and Responsibilities (shall include but not be limited to):

Essential Areas of Work

- Provide culturally informed, trauma-responsive crisis intervention, and nonjudgmental, supportive counseling, assessments, and intake interviews for children and non-offending family members at all stages of involvement with the CAC, as well as hotline callers, walk-in clients, and other referred individuals.
- Advocate to police, child protection, prosecution, medical personnel, and other social service agencies or partners of the CAC on behalf of the child and involved non-offending family members.
- Assessment of individual needs, and cultural considerations for child/family and ensure those needs are addressed
- Ensure presence at the CAC during the forensic interview to participate in information sharing, inform and support the family about the coordinated, multidisciplinary response, and assess the needs of child and supportive caregiver
- Provide crisis intervention, supportive crisis counseling, safety planning, information and referrals, and accompaniment to forensic rape exams and court appearances.
- Provide information about the rights of crime victims, crime victims' compensation, and compensation claims assistance
- Provide follow-up telephone and in-person services.
- Coordinate with the multidisciplinary team, consisting of forensic interviewers, child protection, law enforcement, prosecution, and mental and medical professionals, to ensure the family is kept informed, and theirs are addressed.
- Participate in multidisciplinary case review to represent the family's interest and advocate for their needs; and
- Assistance in procuring concrete services (protective orders, domestic violence intervention, food, public assistance etc.)
- Assess the unique needs of each child victim and help ensure the CAC response is sensitive to their individual needs.
- Reduce systemic trauma by engaging non-offending caregivers through active listening and by providing them with information about the investigative, judicial, and social services systems.
- Ensure non-offending caregivers are provided information to help them understand the dynamics of abuse and common behaviors of children who have experienced abuse.

Program-Related

- Attend and actively participate in regular supervision with Sexual Assault Services Director.
- Learn and integrate a trauma-informed, client-centered approach, using an anti-oppressive lens, into your work with clients
- Actively contribute toward and attend program-specific and agency-wide staff/team meetings.
- Attend and actively participate in webinars, in-service trainings, and external trainings, as appropriate.
- Coordinate, plan and actively participate in awareness month activities and agency client events. .
- Proactively monitor the overall condition of the agency and ensure the maintenance of a clean, welcoming environment for individuals accessing services.

Administrative

- Maintain the confidentiality of clients, staff, volunteers, and agency information. Exceptions include information pertaining to child abuse, danger to self or others, or in response to an authorized release of information.
- Adhere to and uphold agency policies/protocols related to the security of electronic client service records.
- Maintain and ensure the highest levels of accuracy in recordkeeping and reporting, ensuring that all client records and documentation work activities are complete and up-to-date.
- Coordinate and compile accurate statistical collection and assigned reporting, including grant applications.
- Ensure timely response and follow up to email communication and voicemail messages. release of information.
- Adhere to agency policies and protocols related to the security of electronic client service records. Maintain the highest levels of accuracy in recordkeeping and reporting, ensuring that all client records and documentation of work activities are complete and up-to-date and submitted to supervisor, as directed.
- Ensure timely response and follow up to email communication and voicemail messages.

Organizational Relationships

- Contribute toward fostering inclusive and supportive work environments throughout the agency.
- Work closely and collaboratively with Sexual Assault Services Director and other supervisory staff, as appropriate, to understand and accomplish position and programmatic responsibilities.
- Work closely and collaboratively with agency staff within the therapeutic counseling program, Family Justice Center, residential settings, sexual assault services program, and collocated office spaces.
- Work closely and collaboratively with community partner organizations while supporting the needs of clients.

Other

- Provide culturally-informed, trauma-responsive crisis intervention, and nonjudgmental, supportive comprehensive services to clients, including, but not limited to: assessments; intakes; individual and/or group supportive counseling; advocacy and accompaniment; follow-up contact, as safe and appropriate, and outreach; and information and referrals.
- Other duties as assigned by immediate and/or other supervisors.
- Staff members are encouraged to be flexible and responsive to changes in scope of duties.

Work hours: Primarily Monday through Friday with flexibility around evenings, weekends and holidays.

Requirements:

- 4-year degree in human services or related field, OR equivalent work experience in providing direct crisis counseling and/or advocacy services to victims/survivors of intersecting forms of violence and abuse.
- General knowledge of child development, child abuse, and complex family dynamics in child abuse.
- Ability and willingness to work as a team member with CAC staff, volunteers, and MDT members.
- Must possess verbal skills necessary to communicate effectively with children while maintaining composure when working in a stressful, crisis-filled environment.
- Excellent communication, organizational, and negotiation skills are required.
- Knowledge of law enforcement and the judicial system is preferred.
- Must demonstrate ability to maintain confidential information.

Fearless! Hudson Valley is an equal opportunity employer committed to a diverse, culturally inclusive work environment and prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender and identity, disability, and national origin in employment and delivery of services. All are encouraged to apply.

This description reflects the principal functions of the job for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements of the job nor shall be construed as giving exclusive responsibility for every function described.

- Commitment to working from an anti-oppression, harm-reduction, and trauma-responsive approach; and to social change through active participation in working towards ending gender-based violence, racism, classism, sexism, ageism, homophobia, ableism, and all forms of oppression.
- Ability to work independently as well as cooperatively with a team, with a willingness to appreciate different points of view and problem solve in a constructive manner, and respond to complex problem-solving in a timely manner.
- Investment in ongoing professional growth and development, learning, and skill-building.
- Possess strong written and oral communication, organizational, and time management skills.
- Model and uphold appropriate boundaries in work with clients, colleagues, program staff, supervisors, and community members and organizations.
- Ability to maintain effective working relationships with others, communicate as needed and exhibit patience and understanding toward the client population being served.
- Ability to work in a fast-paced, crisis-oriented environment: assess priorities, take initiative, handle multiple assignments, maintain organization and meet deadlines.
- Demonstrate strong assessment skills and judgment with the ability to make timely and sound decisions.
- Experience working with diverse populations and seeks an understanding of cultural differences.
- Physical demands include, but are not limited to, long periods of sitting, standing, walking, and/or driving as well as lifting up to 50 pounds, and navigating stairs.
- Experience using technology to complete work tasks; Ability to effectively navigate Microsoft Office products, Zoom, Teams, and other database applications is required.
- A valid, insurable driver's license and transportation are required.
- Travel extensively between the agency's office sites and other locations throughout the service region.

Desired: Bilingual/bicultural candidates are strongly encouraged to apply.

Conditions of Employment: All jobs contingent upon successful completion of certain background checks which, unless prohibited by applicable law, may include criminal history, employment verification, education verification, DMV checks (for driving positions), State Central Registry, State Exclusion List, and fingerprinting.

NO PHONE CALLS PLEASE.

Applicants may email, mail, or fax a resume **with** a cover letter, describing your interest in this position.

Subject line must read: Child & Family Advocate

Attention: Meaghan Bayer

Email: jobs@fearlesshv.org

Fax: 845-562-2216