



The C.A.R.T. House, Canadian County's Child Advocacy Center, is accepting applications for a Child/Family Advocate. The C.A.R.T. House is a 501©(3) organization. The Advocate connects non-offending caregivers with a broader support system, educates the family about the legal and child protective systems, and empowers caregivers to rebuild safe and stable homes. The person in this position also tracks client statistical data, consults regularly with members of the multidisciplinary team, and participates in monthly case review team meetings to ensure the child and family's needs are being met. Evening and weekend hours may be required occasionally. He/She will be present when children and families are at the Center and will serve to support and answer questions about the investigative process, court process, and treatment options. Cross-cultural awareness and sensitivity in the performance of all duties is required.

#### DUTIES:

- Guide client families through the investigative process, encourage their participation in the process, and help them understand their rights as crime victims;
- Formulate appropriate intervention strategies to improve a family's coping skills during a child abuse case investigation and prosecution process;
- Identify and make every attempt to meet the needs of children and families who may be in crisis;
- Educate non-offending caregivers about the dynamics and possible long-term consequences of child abuse;
- Assess family needs and encourage children and non-offending caregivers to participate in recommended services and counseling;
- Provide information and assistance with completing Crime Victims Compensation applications;
- Serve as a liaison between the family and multidisciplinary team members as needed;
- Assist multidisciplinary team members in identifying client needs and providing recommendations;
- Schedule appointments for children and families to participate in counseling or other services;
- Represent the child and family's best interests at multidisciplinary team case review meetings;
- Accompany children and families to court or other appointments as necessary;
- Attend local, out-of-town, or overnight advocacy training and peer review meetings as needed;
- Maintain client files and statistical databases to document appropriate information and case progress;
- Participate in community awareness and abuse prevention events when necessary;
- Data entry, filing, answering phones, and general office duties;
- Other duties as assigned by the Executive Director

The person in this position will be required to work flexible hours based on the needs of the Child Advocacy Center. The schedule will be set by the Executive Director, and will reflect a forty hour work week.

Person in this position must be available by phone outside of work hours when assigned to on call duties, reliable transportation, and valid driver's license and must pass an extensive criminal background check. Basic knowledge of child development, abuse dynamics, and child protection and legal systems is required. Must possess excellent mediation skills and relate/communicate well with people of diverse ages, races, and backgrounds. Must maintain cooperative working relationships with co-workers and multidisciplinary team members and ensure strict confidentiality of agency and client information. Detail oriented and organized self-starter with excellent computer and data-entry skills. Bilingual (English/Spanish) abilities a plus.

Job Type: Full-time

Required education:

- AA in Human Services or related field required

Required experience:

- 1 year's experience in the family social services, childcare, community, public or private setting including knowledge and experience relating to community resources for referrals to families in need of services.

To apply for this position, email cover letter and resume to Matt Whetzel - [director@canchildadvocates.org](mailto:director@canchildadvocates.org).

CART House is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.