



## Noah's Hope Child Advocacy Center Position Description

**Position:** Child and Family Services Specialist

**Reports to:** Executive Director

**Classification:** Exempt

**Status:** Part-time. Up to 20 hours per week, flexible hours primarily Monday through Friday 8:00am-4:00pm, but there could be evening and weekend emergency service provisions. There are occasional evening and weekend hours for community events.

### **Purpose and Goals:**

The Child and Family Services Specialist is a dual role that involves responsibilities related to both conducting forensic interviews as well as family advocacy and support services. Advocacy responsibilities include assessing and providing resources related to the immediate and ongoing needs of the children and their families. Forensic interviewing involves performing developmentally appropriate and culturally sensitive forensic interviews of children and adolescents when involved in allegations of sexual abuse, severe physical abuse or neglect, or having witnessed a crime.

### **Essential Competencies and Job Functions:**

#### **Advocacy**

- Receive initial and ongoing training in advocacy skills.
- Helps coordinate a prioritized plan of action with each child and non-offending caregiver that includes how they will be addressing their needs.
- Assist with crime victim compensation.
- Provide emotional support and emergency case management services to remediate crises as they occur.
- Explains the forensic interview process and answers questions from family and documents intake date.
- Provide information and referrals for resources available to the child and their family members.
- Provide court preparation and accompaniment.
- Case tracking and data input into NCAtrak in a timely and accurate manner.
- Assist with public awareness and outreach events.

#### **Multidisciplinary Team**

- Consult with the MDT for pre and post interview meetings.
- Assist in the coordination of case review.
- Maintain a positive relationship with MDT members to ensure program success.
- Function in a collaborative manner within all levels of the organization, participating agencies, and within the community.



### **Forensic Interviewing**

- Receive initial and ongoing training in forensic interviewing and extended forensic interviewing.
- Conduct developmentally appropriate and culturally sensitive forensic interviews to children, adolescents, and vulnerable adult victims of abuse in a manner that is legally sound.
- Testify in court on cases related to services provided when subpoenaed to do so.
- Participate in monthly peer review.
- Case tracking and data input into NCAtrak in a timely and accurate manner.
- Assist with public awareness and outreach events.

### **Qualifications, Education, and Experience:**

- Bachelor's degree in social work or related field, plus two years of experience working with children and families.
- Working knowledge and experience in child development, child abuse, family violence, and trauma.
- Excellent communication and written skills.
- Public speaking ability.
- Organizational, time management, and computer skills.
- Ability to work independently and as part of a team.
- Ability to manage multiple tasks in a fast-paced environment dealing with stressful events.
- Consistently demonstrates professional behaviors and leadership skills that support the mission of Noah's Hope Child Advocacy Center.
- Successful completion of a background check.

All the employment relationships with Noah's Hope Child Advocacy Center are of an at-will nature and maybe terminated at any time, with or without cause, and with or without notice. Nothing in any job description, employment agreement, personnel policy, or future evaluation shall alter the at-will nature of this employment. Noah's Hope Child Advocacy Center has a generous paid time off and holiday policy. As an employment position, worker's compensation and unemployment insurance are, by law, provided. However, no other fringe benefits, such as health, life, disability insurance, nor a retirement policy are provided for part time.