

Position Title: Victim Advocate

Reports To: Executive Director

FLSA Status: Exempt

Position Description: Percy and Donna Malone Child Safety Center (PDMCSC) Victim Advocate maintains supportive contact with families from point of case initiation. The Victim Advocate works alongside child victims of abuse and their caregivers to provide crisis intervention and ensure resiliency. The Victim Advocate will use a holistic and empathetic approach to provide referrals, therapeutic support, and case management. They will also work closely with a multidisciplinary team to advocate for the family during prevention, intervention, investigation, and prosecution of child abuse. The Victim Advocate will work continuously with child victims of abuse and their caregivers to reduce trauma, promote healing, and advocate for successful case resolutions. This includes but is not limited to providing information, tracking, and advocacy support.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

- Initiate contact with victims and families during the investigative process.
- Provide crisis intervention and ongoing support to victims and families.
- Accompany the victim and family through legal and medical systems.
- Provide appropriate referrals to community agencies for needed services. This may require community networking and outreach by the advocate.
- Identify community resources.
- Answer questions about issues related to child sexual and severe physical abuse.
- Follow up with clients to determine satisfaction with referral sources
- Participate in all Multi-Disciplinary Team meetings
- Enter client demographics and services provided by the advocate into the case tracking system utilized statewide - Collaborate.
- Educate client families, MDT partners, and the community about the dynamics of child abuse.
- Provide presentations to schools, community agencies and law enforcement organizations about child victimization and available services.

General Staff Responsibilities:

- Represent PDMCSC in center related activities
- Document and track data as appropriate
- Assist with direct services with clients as needed
- Perform other tasks and responsibilities as requested

Knowledge, Skills and Abilities:

- Ability to travel and work independently.
- Ability to communicate orally and in writing.
- Considerable knowledge of community resources throughout PDMCSC service area.



- Excellent listening and communication skills
- Ability to establish and maintain effective working relationships with PDMCSC staff and the MDT.

Requirements:

- Preferred Bachelor's Degree in Social Service, Criminal Justice or related field and/or two years of experience working with child abuse cases
- Sensitivity to child victimization and family systems.
- Ability to maintain confidentiality and sensitive information
- Clear criminal and child maltreatment history.
- Valid Arkansas State Driver's License, access to reliable transportation and required vehicle insurance.
- Subject to drug and/or alcohol screenings.
- Ability to work 40 hours weekly; position subject to on-call

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle, or feel objects; reach with hands and arms; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move heavy items.

