

Kids' Space Muskogee County Child Advocacy Center

Muskogee County Child Advocacy Center is a community resource to provide support and aid for child victims and their non-offending family members. An accredited member of the National Children's Alliance, Muskogee Co. CAC is a 501(c) 3 registered non-profit organization. Partnered with Muskogee Co. Multidisciplinary Child Protection teams (MDTs), CAC's use a multidisciplinary approach to help provide coordination for local agencies and care providers whenever there has been allegations of child abuse or neglect.

Title: Lead Family Victim Advocate (full-time, salaried, exempt)

Minimum Qualifications: *Bachelor's Degree & three years experience working with abused children and adolescents.*

- Must pass a criminal background check and hold a valid driver's license.
- Applicants must be willing to work occasional evenings and weekends, as well as attend out of state training. This position requires a commitment of 40 hours per week. Normal office hours are between 8:00 a.m. and 4:30 p.m.
- Applicants must be detail oriented and able to work well with people from diverse backgrounds. Experience in social services or advocacy background is preferred.
- Understanding or appreciation for the CAC process and knowledge of childhood and vicarious trauma strongly desired.

Essential Duties:

- Oversee daily service programs and coordinate interview schedules with members of the multidisciplinary team (MDT).
- Participates in active outreach, which requires follow-up with families beyond initial assessment and crisis response. Follow-up services after the initial contact at the CAC must include ongoing, regular contact until the CAC concludes its involvement with the case. Continued engagement with the child's/family's response regarding participation in the investigation/prosecution.
- Prestaff cases prior to services and invite partner agencies to participate.
- Provide support and answers about the exam/interview process and remain with families during services.
- Provide education on sexual abuse, dysfunction, grooming, abuse dynamics, etc.
- Complete needs assessments with each family and link them to other agencies that can assist them.
- Make therapy referrals and any other necessary service referrals to help families meet their needs.
- Accompany families to court.
- Ensure the psychological well being of the child.
- Maintain case and advocacy center statistics in accordance with national standards.
- Inform families of Crime Victim's Compensation Act and assist in filing, if requested.
- Assist director and child abuse education coordinator with occasional fundraisers, community outreach and prevention efforts.
- Attend occasional weekend and evening community events as an ambassador of Kids' Space.
- Strong communication skills and ability to navigate tension and conflict in a group setting.
- Inclusive and non judgmental facilitation style.
- Participate in Center related activities to promote Child Abuse Awareness in the community.

- May provide court education & courthouse/courtroom tours, support, and court accompaniment, including assistance with Order of Protections.
- Assistance in procuring concrete services (housing, protective orders, domestic violence intervention, food, transportation, public assistance etc.)
- Maintain processes to ensure the accuracy, timeliness, organization and professionalism of paperwork and documentation.
- Conduct outreach efforts to provide community education including presentations to schools, community groups, and other professionals as a child abuse specialist..
- Maintain ongoing professional education including;
 - Keeping informed of current research surrounding child abuse issues via conferences, workshops, and research literature.
 - Participate in the presentation of training programs and workshops for MDT partners.
 - Attend yearly continuing education courses as required by certification or accreditation standards.
 - Duties as required and vary widely.

Salary based upon prior experience and certifications. Benefits include 50% medical, dental and vision; PTO, wellness plan, and paid holidays.

Please submit a cover letter and resume to Laura Wickizer, lwickizer@kidsspacecac.com.