

**County of Grundy**  
**Job Description**



**Date of Posting:** February 21, 2023

**Job Title:** Child and Family Advocate

**Department:** State's Attorney Children's Advocacy Center

**Reports To:** Child Advocacy Center Director

**FLSA Status:** Part-Time, Non-exempt

**Rate of Pay:** \$20 per hour - Grant Funded

**SUMMARY**

The Child and Family Advocate will work within a multidisciplinary team to create and support high standards for child abuse investigations and to advocate for the needs and well-being of child abuse victims and their families. The advocate will provide initial on-site services to non-offending caregivers of children reporting sexual and/or physical abuse. The Child and Family Advocate consults and collaborates with forensic interviewers, law enforcement, prosecutors, medical professionals, child protection workers, mental health professionals and court victim advocates. The advocate provides support and information to the child and non-offending caregiver. The advocate will assist families in accessing needed services: immediate crisis intervention, applications for Crime Victims Compensation, long term counseling, medical care, and other issues related to victimization, including reduction of barriers to those services. The advocate will coordinate appropriate referrals for services. This is a grant funded position and is contingent on on-going funding and dutiful grant reporting.

**REQUIREMENTS**

- A Bachelor's degree in social services or related work with previous experience
- Knowledge of dynamics of child abuse, knowledge of law enforcement and the court systems
- Strong organizational skills and the ability to engage children of all ages with the ability to empower and mediate with parents in crisis
- Works effectively with MDT members
- Will remain abreast of current research related to child abuse/neglect with victims advocacy and ability to remain sensitive and demonstrate appropriate boundaries

**ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to:**

- Ensures children and their non-offending caregivers receive the most sensitive and best care during the investigation process by ensuring a timely response from investigative agencies and seeks to protect children from being subjected to repeated interviews and medical examinations
- Delivers orientation services to children and families, including explaining the interview and process and taking relevant history about the child
- Provides crisis intervention and resource information to families
- Locates community resources for children and families and communicates with agencies to reduce barriers to services
- Advocates on behalf of child crime victims; accompany them to criminal justice offices, and to criminal court hearings for justice systems

- Remain apprised of services available within the community in order to link child/non-offending caregiver with appropriate services that would enhance the quality of life for the child
- Consults with investigative team members before and after child interviews and to determine strategies to support the non-offending caregivers' efforts to protect the child
- Prepares timely, thorough, and accurate case notes of family advocacy sessions, including data collection, data entry and maintenance of the computerized case tracking system
- Participates in the coordination multidisciplinary Case Review Teams
- Conducts training sessions with community members who require education about child abuse.
- Attends skills-based training to remain abreast of the latest research, trends and best practice standards in victim advocacy and cultural sensitivity
- Provides regular updates to the Director for modification to service delivery, program content, evaluation, etc.
- Attends relevant continuing education opportunities, networking meetings, committee meetings, conferences, etc. approved by the Director
- Attend annual agency functions, special events and meetings as necessary and appropriate
- Remain abreast of issues related to child abuse, child sexual abuse and neglect
- Stays current with the National Children's Alliance credentialing for advocates
- Additional phone answering and general office maintenance maybe a shared responsibility with the Director.
- Other tasks as assigned by Director.

#### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform in essential functions.

**TO APPLY:** Candidates must meet the minimum requirements of the position in order to be considered.

Send resume and completed application for employment to [hr@grundycyco.org](mailto:hr@grundycyco.org) with "**Child and Family Advocate**" in the subject line or mail to Grundy County 1320 Union St, ATTN: HR Morris, IL 60450.

#### ***No phone calls please***

*Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).*