

Family Advocate Job Announcement

Do you want to make a difference and be part of a wonderful team of professionals whose primary mission is to protect children? Are you looking for a career that is fulfilling and meaningful? Do you value and appreciate a team environment? Then our full time Family Advocate position may be just for you!

The Children's Place is a Child Advocacy Center located in Wasilla, Alaska. Our Mission is to offer hope and healing to children and families impacted by child abuse and neglect through a coordinated community response. Our Family Advocate's are the heart of our team as they work directly with children and families who have been impacted by child abuse, ensuring their ongoing needs are met.

If you have a heart to help children and have two years' experience in child abuse/neglect fields or victim advocacy then please consider applying. Our preferred applicant will have a BA/BS in Social Work, Human Services, or Criminal Justice field and preferably, experience with group work, public speaking, and giving presentations to agencies, community, schools etc.

RESPONSIBILITIES AND DUTIES:

- Maintain strict standards of confidentiality for clients.
- To be present for the initial interview, interface with the child and family during the evaluation process, explain the investigative and follow-up policy, and provide referral information.
- Administer screening tools as part of trauma informed care.
- Establish and maintain case management files and enter data in the NCAtrak system.
- Maintain contact with families, provide victim advocacy throughout the duration of their case.
- Administer client satisfaction surveys as part of the Quality Assurance Program and recommend changes as appropriate.
- Coordinate with appropriate investigative and referral agencies regarding child maltreatment cases.
- Participate in monthly Multi-Disciplinary Team (MDT) case reviews.
- Responsible for coordinating and scheduling appointments for interviews/exams.
- Assist families with mental health and community resources and referrals.
- Participate in "On-Call" rotation schedule, responding to TCP for emergent after-hours cases.
- Maintain case tracking system to record both short and long-term data on children evaluated at TCP.
- Participate in community outreach: health fairs, presentations, rallies, etc. Occasional attendance at outreach activities outside regular business hours is required
- Work with Program Manager and/or other TCP staff in developing new presentations and handouts.
- Participate in trainings, certifications, and continuing education as required.
- Collect and report client and case-related statistical data at least quarterly and as needed.
- Other duties as assigned.

This position is required to participate in a rotating schedule, as needed, to respond to The Children's place after regular business hours for emergent cases. Expectations for participation in the rotating schedule are as follows: 1) Be available by telephone 24-hours per day, on your pre-scheduled "on call" day(s). 2) Be prepared to respond in a drug and alcohol-free status to The Children's Place within 90 minutes of receiving a call for service. Employees pre-scheduled to be on-call for afterhours service are paid a flat "on-call rate" for each 24-hour period for which they are expected to respond. When an employee who is pre-scheduled to be on-call responds to The Children's Place, the employee is paid for actual hours worked, in addition to the daily "on-call rate".

We offer competitive compensation, paid holidays, benefits, and training.

Salary Range \$22.00 – \$26.00 per hour

This position will be opened until filled. For more information you may visit our website at <https://thechildrens-place.org/> or call 907-357-5157.

Please send your cover letter and resume to:

administrative@tcpak.org with “**FA Applicant**” in the subject line or fax to 907-357-5159

or mail it to :

Cheryl Aga

The Children’s Place

P.O. Box 871788

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