

VICTIM ADVOCATE

NORTHERN MICHIGAN ALLIANCE FOR CHILDREN



The Care Coordinator / Victim Advocate is a Bachelor's level professional with specialized training and expertise in crime victim assistance. The role of the Victim Advocate is to establish and maintain contact with the child and their non-offending caregivers/family and to act as a liaison; providing appropriate assistance from initial contact at the CAC through the entire investigative and prosecution process. The Victim Advocate provides initial and on-going support and services to the victim and/or family including crisis intervention, advocacy, case updates, resource referrals and navigation, victim's rights compensation information, court accompaniment and education and more. The position has the expectation of understanding and implementing the State and County protocol for interviewing children identified as alleged victims of child sexual abuse, strong physical abuse, and/or witness to trauma.

Supervision: This position reports directly to the Executive Director and his/her designee.

Salary: This is a 40-hour position with the possibility of nontraditional hours; salary is based on education and experience and is contingent on grant funding.

Minimum Qualifications: Bachelor's degree in counseling, social work, child/family studies or related field.

Skills / Knowledge: Knowledge regarding the dynamics of child and adolescent sexual and physical abuse; skills in functioning within a multi-disciplinary team setting; organizational skills; and, interpersonal communication skills

Duties and Responsibilities:

- Act as a liaison and provide appropriate assistance from initial contact at the CAC through the entire investigative and prosecution process for children as suspected victims of abuse and their non-offending family members;
- Coordinate resources and referrals for children as suspected victims of abuse and their non-offending family members;
- Provide initial and on-going support and services to the victim and/or family including crisis intervention, advocacy, case updates, resource referrals and navigation, victim's rights compensation information, court accompaniment and education and more;
- Ensure that all necessary release and consent forms have been signed by the child's custodial parent and/or legal guardian prior to an interview taking place;
- Keep accurate and timely records of all sessions, including case notes and making needed revisions/updates, while maintaining confidentiality in accordance with Michigan Law, County Protocols, and NMAC's Policies;
- Ensure client database is maintained and regularly updated with all aspects related to NMAC's Intervention Services
- Attend conferences, seminars, meetings, etc. for the purpose of collaboration with other organizations and continuing education;
- Act as the handler for NMAC's Canine Advocate, Trigger. Ensure he is happy, healthy and properly trained in an effort to meet the needs of children and families utilizing NMAC's advocacy services.
- Participate in Court prep, proceedings, and other victim services as designated by the Prosecuting Attorney and/or his/her designee, and with the consent of the Executive Director.
- Complete a minimum of 24 hours of staff development training annually;
- And other duties as assigned by the Executive Director or his/her designee.

This position is governed by and includes all conditions listed in NMAC's Organizational Policies and Procedures. This is an at-will position. This position and all positions with NMAC are designed to serve the mission of the CAC.

Partnering with communities to bring healing, hope and justice to abused children in Northern Michigan.