

**Position – Child, Youth, and Family Advocate & Backup Forensic Interviewer**

**Full Time/Exempt – starting salary $42,500-$49,500/year.**

**Reports to – Assistant Director**

Summary – The Child, Youth, and Family Advocate will work with families and kids up to age 18 to provide advocacy, emotional support, crisis intervention, case information and referral services to children and their non-offending caregivers. This position will work with families throughout their involvement in the SWCC’s Child Advocacy Program, providing support, resources, and referrals to help meet their needs. This position will also proactively work with a multidisciplinary team (law enforcement, county attorneys, mental health providers, medical providers, and child protection) before, during, and after child abuse investigations. The Child and Family Advocate and Services Coordinator will advocate for the child and family using both an individual and team approach to ensure effective coordination of services.

Responsibilities

* Provide advocacy, emotional support, crisis intervention, case information and referral services to children and their caregivers at all stages of involvement in the Child Advocacy Program.
* Assess individual needs and cultural considerations for the child and family to ensure those needs are being addressed as part of the forensic interview and multidisciplinary team process.
* Provide trauma-informed advocacy to children and adolescents experiencing abuse or neglect, maltreatment and/or who are a victim/witness to violent crimes.
* Promote a child first philosophy through actions and positive communication with participants, families, professionals, visitors, and staff.
* Provide trauma-informed advocacy to non-offending caregivers about the forensic interview process, the criminal justice process, agency services and community resources and referrals available (including, but not limited to housing, protective orders, mental health services, domestic violence services, food, transportation and public assistance).
* Participate in multidisciplinary team (MDT) meetings; inform family about the role of the MDT. Maintain confidentiality of MDT meetings as well as program participants as required by Minnesota Statute.
* Conduct forensic interviews, on an on-call basis, as needed. Training and support provided.
* Work collaboratively with MDT members to minimize re-traumatization of children and families at all stages.
* Participate in monthly case reviews in order to discuss the unique needs of the child and family, plan associated support services, ensure the seamless coordination of services, and ensure the child and family’s concerns are heard and addressed.
* Provide updates to the family on case status, continuances, dispositions, sentencing, and inmate status notification, including offender release. Attend and follow court hearings with or without the child and non-offending caregiver.
* Support the coordination and scheduling of interviews, organize and track intake data in both NCA Track and Apricot – which includes services provided at the CAP and services received elsewhere.
* Develop and maintain a child-friendly space at the SWCC CAP. Order supplies such as books, toys, and art supplies, as needed.
* Conduct outreach to the community using evidence-based child abuse prevention and early intervention strategies.

Qualifications

1. Bachelor’s degree preferred plus 2+ years working with kids and families.
2. Knowledge of the intersections between child abuse, sexual abuse, domestic violence, and trauma.
3. Knowledge and understanding of how trauma impacts healing on an individual level and cultural level.
4. Knowledge and/or a willingness to learn about the civil and criminal investigative and court processes.
5. Experience connecting with kids up to age 18 on multiple levels and a solid understanding of the emotional, social, and mental development needs of children and youth.
6. Willingness to work as part of a team of professionals – ability to resolve conflict, conduct one’s self professionally, and be a strong and open communicator.
7. Ability to speak to an audience and be comfortable with both small and large groups.
8. Understanding of the dynamics of self-care and the ability to recognize your own needs as it relates to a work-life balance.
9. Ability to use a computer – including programs such as Microsoft Word, Excel, Outlook and to draft correspondence.
10. Ability to lift no more than 50 lbs.
11. Ability to speak, read, and write in both Spanish and English is a plus!

Applicants – resume, cover letter, and at least three professional references to [kari@mnswcc.org](mailto:kari@mnswcc.org) or SWCC, Attn: Kari, PO BOX 111, Worthington, MN 56187