



JOB DESCRIPTION

Children's Advocacy Center Child and Family Advocate

Rebuilding Hope! Sexual Assault Center for Pierce County is seeking to hire a passionate and capable individual to serve as a Child and Family Advocate who will specialize in providing confidential support to child survivors and non-offending caregivers served through the Pierce County Children's Advocacy Center.

Rebuilding Hope's mission is to offer support toward healing through advocacy and therapy for those affected by sexual assault and abuse. Through education and collaboration Rebuilding Hope improves the community's response to sexual assault and abuse victims and challenges the behaviors and beliefs that promote sexual violence.

We are seeking candidates for this position who are passionate about enacting positive social change towards reducing instances of sexual violence in our community and who have the capacity to serve survivors seeking support following sexual assault or abuse.

Rebuilding Hope! is committed to developing a team of staff who reflect the diverse demography of our community and who represent the populations who are disproportionately impacted by violence. We strongly encourage members of our Black, 2SLGBTQIA+, culturally diverse and differently-abled communities to apply.

Nature of Work:

This is a full time (1.0 FTE) position. This position involves extensive contact with victims of child sexual abuse and their families. The employee in this position has the ability to exercise independent initiative and judgment, subject to the policies and procedures of the agency and the direction of the Client Services Programs Manager. This work involves remote (phone, email, etc.) and in-person direct advocacy to victims as they navigate their way through the investigative procedures associated with a suspicion or disclosure of child sexual abuse as well as providing in-person support for general, medical and/or legal advocacy. This is a non-exempt position.

Responsible to: Client Services Program Manager



Responsibilities:

- Respond to the Children's Advocacy Center (CAC) of Pierce County and the Child Abuse Intervention Department (CAID) per coordination with CAC staff to provide in-person advocacy for forensic interviews.
- Collaborate with CAC social workers and CAC Program Manager to ensure staffing needs for forensic interviews.
- Follow-up with clients on a case-by-case basis, as needed, which may include therapy collaboration, case specific follow-up, or community referrals.
- Provide referrals for unique needs not met by family including but not limited to; Safety Planning, Housing, Mental Health, Legal, Clothing, Transportation.
- Complete all paperwork and required data reporting as assigned in a timely, thorough and accurate manner including call sheets, timesheets, & call logs.
- Maintain data collection and inputting for CAC clients in SACPC database (InfoNet) and CAC database (NCATrack).
- Be responsible for specific reporting requirements for grants such as Lakewood reporting or additional grant-required reporting processes.
- Collaborate with Forensic Interviewers, Law Enforcement, Child Protective Services, and the Prosecutor's Office in order to provide necessary case-specific information to clients.
- Assist with legal advocacy for primary victims and their families through the protection order process, which includes filing and attending hearings (in-person and remotely).
- Assist in communicating appropriate referrals to the Sex Trafficking & Exploitation Program (STEP) through SACPC
- Provide as needed shift coverage on the 24/7 crisis, information, and referral hotline.

Meetings:

- Attend weekly Pierce County Multi-Disciplinary Team meetings.
- Attend bi-weekly agency staff meetings.
- Attend monthly Advocacy Program meetings/trainings

Training:

- Complete 30+ hours of sexual assault training (provided by Rebuilding Hope! Or other approved Core training).
- Must maintain at least 12 hours of ongoing training annually that is approved by



the Advocacy Coordinator.

Distinguishing Characteristics: The CAC Advocate must demonstrate competency in the following areas: a working knowledge of the issues involved in child sexual abuse investigations; strong communications and listening skills; ability to work with diverse groups; ability to work collaboratively with other agencies, and commitment to the SACPC mission and philosophy. Work in a flexible capacity to meet the needs of clients. This position requires a person to be housed or respond out in-person to the Children's Advocacy Center for Pierce County.

Qualifications: The CAC Advocate must have an extensive working knowledge and awareness of the basic issues involved in sexual violence, child sexual abuse and trauma as well as how to work with multidisciplinary professionals relevant to child abuse intervention and investigations. This includes strong communication skills. This employee must demonstrate an effective ability to engage with clients, Rebuilding Hope staff and community professionals. Excellent oral and written skills are required. Prior experience working with children in a professional setting is preferred. Strong knowledge and experience working with Microsoft Office and Google Drive/Apps is also preferred.

The required experience and training for the CAC Advocate includes a bachelor's degree in Human Services (or equivalent), plus at least one year of experience in providing advocacy or direct human services; **or** a combination of four years of relevant education, training and experience to include direct client or human services.

Transportation: The advocate must have their own means of transportation in order to attend County-wide meetings and/or outreach and training activities; mileage is reimbursed for this position.

This is a Non-exempt position. This position pays \$21.00-25.00/hour depending on qualifications and experience. We are an equal opportunity employer. Candidates must be able to pass a finger-print background check that covers Washington state and national jurisdictions. Rebuilding Hope offers an excellent benefits package.

All new hires are subject to a 90-day review period. Upon completion of the first 30 days of employment; will start to accumulate benefits including paid personal days, sick leave and vacation leave. Full-time staff may choose to opt into the agency's policies for medical, dental, short-term disability and retirement benefits upon eligibility and enrollment periods.



To apply, please submit a cover letter and current resume to administration@hopesacpc.org with the subject line reading: CAC Family Advocate

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