



## **Family Advocate (Full-Time, Exempt)**

**Mission:** The Philadelphia Children's Alliance (PCA) is an independent non-profit organization that promotes healing and justice for sexually abused children in Philadelphia. Using a multidisciplinary approach, we collaborate with our partners in child protection, law enforcement, and medical and mental health services to provide forensic interviews, victim support and counseling services at the Philadelphia Safety Collaborative, a co-located child-friendly facility. We are committed to using best practices and we promote this model locally and nationally.

### **Position Summary:**

Reporting to the Manager of Victim Services, this position provides direct, culturally competent supportive services and advocacy to victim children, non-offending caregivers, and the entire family in both English and Spanish when necessary. These consists of educating families on the investigative process, ensuring appropriate mental health and medical referrals are made, acting as a liaison with other service providers engaged with the family, and coordinating court support if the case proceeds towards a criminal prosecution. Advocacy services are voluntary to the family and thus support is offered to the family at any time following referral to PCA.

### Essential Qualifications:

- Ability to complement and provide excellence in a culturally diverse workplace.
- Excellent customer service skills and cultural competence.
- Maturity, discretion and professionalism.
- Collaborative, team building work style and empathetic, supportive client style.
- Monday through Friday, must be willing to work one evening per week.
- Provide all services in English and Spanish when necessary, translate and create documents for Spanish-speakers, and participate in community Outreach endeavors, particularly with the Latino population.

### Responsibilities:

- Under supervision of Manager of Victim Services, coordinate services and support to families during and after investigations into allegations of child sexual abuse.
- Assume responsibility for continuous support/information to families during Day-of-Visit to Alliance, including explanation of the process and going over the Victim Services folder, containing all consent forms, sharing of information forms, and VOCA forms. Helping to determine if families are eligible for Crime Victims' Compensation and assisting them in filling out paperwork.
- Document all contact with children and families in NCAtrak in a timely manner.
- Assist in tracking cases from report through investigative outcomes, prosecution and treatment.
- On assigned cases, serve as interpreter and liaison between families and all affiliated agencies for assigned cases, including making referrals for mental health treatment, medical examinations, etc.
- With other Victim Services Family Advocates, facilitate Non-Offending Caretaker Support Groups.



- Under supervision of Manager of Victim Services, provide individual crisis counseling to non-offending caregivers and complete appropriate screening for trauma-symptoms indicating the need for mental health treatment.
- Identify children and caregivers at risk for PTSD and accompanying symptoms through trauma symptom checklist screening tool and connect them to appropriate treatment (CFTSI or TF-CBT).
- Provide psychoeducation to caregivers regarding symptoms of trauma and their management.
- Provide court preparation for families, teaching and demonstrating court process and assisting with formal Court School Program.
- Assist other Victim Services Family Advocates in maintaining and managing resource library of appropriate materials on sexual abuse for children and families.
- Participate in community coalitions as required.
- Maintain knowledge of all PCCD/VOCA grant requirements, including but not limited to, code of ethics, care tracking requirements, certification requirements for professionals and volunteers.

#### Education and Experience:

- Bachelor's degree in social work, psychology, or a related field with experience in services to sexually abused children. Master's degree (MSW or related) preferred.
- Workshops, conferences and self-study appropriate to professional level.
- Familiarity with child abuse reporting requirements in Pennsylvania and VOCA funding guidelines desirable.

#### Skills:

- Fluent in Spanish in Speech and Writing, preferred.
- PC literacy including basic knowledge of MS Office, spreadsheet applications, and database functions.
- Excellent written and oral communication skills; presentation experience helpful.
- Excellent interpersonal skills and telephone communications.

**Application Process:** Submit cover letter and resume to [jobs@philachildrensalliance.org](mailto:jobs@philachildrensalliance.org) with "Bilingual Family Advocate" in the subject line.

**Equal Opportunity:** PCA recruits, hires, compensates, trains, and promotes qualified individuals in all job classifications without regard to race, color, religion, gender, national origin, age, disability, veteran status, genetic information, sexual orientation, gender identify or expression, or by any other basis protected under applicable law.