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www.treehousemd.org

FAMILY ADVOCATE

POSITION SUMMARY

The Family Advocate works closely with victims of child maltreatment, their siblings, and their non-offending caretaker(s) to assist in connecting them with available county and community resources. Duties include, but are not limited to, assisting non-offending care takers and victims navigate the court system and working closely with the State's Attorney's Office, Child Welfare Services, Law Enforcement, County Attorney's Office, and other Agencies as necessary.

PRIMARY RESPONSIBILITIES

- Communicates criminal case status and progress to non-offending family members, guardians, and care takers.
- Advocates for the victim and non-offending family members, guardians, and care takers in expressing their wishes to Child Welfare Services, Law Enforcement the State's Attorney's Office, County Attorney's Office, and Tree House staff.
- Prepares the victim and non-offending family members, guardians, and care takers for court appearances, which may include court school, individual meetings, phone conversations, educational materials, and accompanying the victim and their caretaker(s) to court.
- Maintains regular contact with Police, Prosecutors, County Attorneys, and Child Welfare Services with tact, tenacity, and assertiveness.
- Notifies non-offending family members, guardians and care takers of victim's rights and assists child and others, as necessary, with victim impact statements.
- Assists non-offending family members, guardians, and care takers with a variety of support services, including community resources, therapy referrals, filing compensation claims, and supportive counseling.
- Establishes and oversees Court School for victims and their non-offending family members, guardians, and care takers with the preexisting curriculum. Periodically assesses the curriculum and makes changes as appropriate to meet the actual needs of the primary and secondary victims.
- Stays informed of Victims of Crime Act (VOCA) requirements.
- Attends Multi-Disciplinary Team meetings and staff meetings as necessary.
- Maintains appropriate case records.

ADDITIONAL RESPONSIBILITIES

- Assist in writing protocols and procedures for Victim and Family Advocate.
- Helps coordinate community outreach on behalf of victims and families.
- Maintains a list of county and community resources for referral purposes.
- Performs other duties as assigned.

REQUIREMENTS

- Bachelor's or Master's in Social Work or Bachelor's Degree in Criminal Justice, Psychology or related field preferred.
- Spanish/English Bilingual capability.
- Strong diplomacy and communication skills. Must function effectively as part of multidisciplinary team.
- Experience with law enforcement, criminal justice, child educational, legal, health, and various other community programs preferred.
- Ability to pass a criminal and child abuse background check.
- Knowledge of Montgomery County community resources and ability to help clients navigate available government services a plus.
- Excellent computer skills, including use of Microsoft Office applications.
- Position required to work primarily in office; applicant should be flexible with schedule.

If interested in joining The Tree House team, please submit a cover letter and resume to: contact@treehousemd.org