



CAC INTAKE COORDINATOR / ADVOCATE

To provide assistance to victims of child abuse and sexual assault through intake, crisis intervention, accompaniment to forensic medical exams, assistance with Crime Victim's Compensation, advocacy throughout the criminal justice process, and referrals to state and local community resources.

INTAKE COORDINATOR RESPONSIBILITIES:

Provides crisis intervention to victims and their significant others via the crisis line and forensic medical accompaniment.

Schedules forensic interviews and forensic medical exams;

Notifies agencies and families of scheduled appointment times;

Acts as a liaison between the victim and law enforcement, medical personnel, and prosecution in order to provide a continuum of care.

Provides follow-up and coordination of services for child abuse and sexual assault cases beyond initial report as identified by law enforcement, hospital staff, and other social service agencies.

Develops and maintains rapport with local and area social service agencies, victim service agencies, law enforcement, prosecution, healthcare providers, and other organizations.

Responsible for all aspects of the client intake process, including data collection, file management and database input.

Accurately maintains all case records.

Participates in the interaction of volunteers, interns and staff in program planning, program execution, and service provision.

Attends and participates in staff meetings, MDT, workshops, seminars, and related training sessions as needed or required.

Develops, maintains, and submits appropriate forms, reports, and records needed for the necessary documentation to meet funding requirements.

Provides on-call and back up crisis intervention for the crisis line and medical accompaniment;

Will have a minimum of 25 hours of training prior to unsupervised contact with a victim.

Will have a minimum of 10 hours of ongoing training annually.

Performs related duties as assigned.

ADVOCATE RESPONSIBILITIES

- Provides crisis intervention and emotional support to child victims and their non-offending caregivers via the crisis line, in person, and forensic services accompaniment.
- Establishes trusts and collaborates with non-offending caregivers to identify needs and provide intensive case management services.
- Acts as a liaison between the child, the non-offending caregiver and law enforcement, medical personnel, and prosecution in order to provide a continuum of care.
- Provides follow-up and coordination of services for child abuse cases beyond the initial report as identified by law enforcement, hospital staff, and other social services agencies.
- Develops and maintains rapport with local and area social service agencies, victim service agencies, law enforcement, prosecution, healthcare providers, and other organizations.
- Facilitate psycho-education groups, workshops, and/or support groups for non-offending caregivers.
- Responsible for all aspects of the client intake process, including data collection, file management and database input.
- Accurately maintains case records.
- Serve as back up to child advocate and intake coordinator.
- Participates in the interaction of volunteers, interns, and staff in program planning, program execution, and service provision.

- Attends and participates in staff meetings, MDT, workshops, seminars, and related training sessions as needed or require.
- Develops, maintains, and submits appropriate form, reports, and records needed for the necessary documentation to meet funding requirements.
- Provides on-call and back up crisis intervention for the crisis line and medical accompaniment.
- Performs all other related duties as assigned by the Director.

Minimum Qualifications:

Bachelor's degree in social services, criminal justice or any medical field. May substitute four years of experience working or volunteering in the field of sexual assault or domestic violence in lieu of the four-year educational requirement. Ability to project a positive professional image.

Hours Required: 40 hours per week