



THE CENTER FOR WOMEN & FAMILIES OF EASTERN FAIRFIELD COUNTY, INC.

753 Fairfield Avenue
Bridgeport, CT 06604
(203) 334-6154

JOB DESCRIPTION

Title: Part- Time Bi -Lingual MDT Family Advocate

Date: 09/2011

Reports to: MDT Coordinator

Status: Exempt

Summary

Provides information, advocacy, referrals and case management services to children and their non-offending care givers referred to the Multi-Interdisciplinary Investigative Team (MIT/MDT). Referrals to the MIT/MDT are in response to abuse allegations reported to law enforcement and/or the Dept. of Children and Families.

Responsibilities

Program

- Assists MDT Coordinator with referrals for forensic interviews and completes all necessary paperwork to ensure the interview takes place and that all members of the MIT Team are informed.
- Assists MDT Coordinator with following client's case from initial assault to conclusion and monitors cases through prosecution.
- Explains the legal process, including victims' rights, to victims and their families/guardians both verbally and in writing.
- Informs MDT Team of the victim and non-offending parent/guardian's concerns.
- Refers victims to appropriate social services and medical agencies, including The Center.
- Attends court to support child and non-offending parents(s)/caregiver(s) and/or to monitor cases as needed.
- Provides follow-up to MDT Coordinator and/or non-offending parent(s)/caregiver(s) including information about civil and criminal legal proceedings.
- Works closely with civil court advocate by providing information and assisting families in filing a restraining order through the civil/family court system.
- Co-facilitates a non-offending support group with MDT Coordinator for non-offending parents, as needed.
- Participates in bi-weekly team meetings for the purpose of case review, planning and coordination.
- Consistent and timely data entry of cases using The Center's databases and/or NCATrak.

Agency

- Attends assigned The Center's meetings.
- Serves as a resource to the Center's staff on police and court response to child sexual abuse cases.
- Participates in rotating coverage of 24 hour, 7 days/week hotline coverage according to current protocols, including supporting and advocating for victims at the hospital and/or police department, providing intake into shelter and providing transportation to victims as necessary.
- Special projects as assigned.

QUALIFICATIONS

Required

- Bachelor's Degree in social work, criminal justice, psychology or related field and minimum of six months social work, case management or criminal justice experience.
- Strong commitment to The Center's mission.
- Strong written and verbal communication skills.
- Strong organizational skills and an ability to work independently.
- Ability to handle multiple tasks in a fast paced environment.
- Ability to work with diverse populations. Including child victims of severe physical and/or sexual abuse.
- Consistent availability of transportation in a private car by the arrangement of the employee.
- Satisfactory completion of The Center's certification training.
- Late Afternoon Availability- (3 pm to 5 pm)
- Bi-Lingual (Spanish and English)

Preferred

- Experience working with victims of domestic violence or sexual assault.
- Knowledge of law enforcement response to child sexual abuse victims.
- Knowledge of Dept. of Children and Families response to child abuse.
- Computer literacy, including data entry experience, utilization of software packages, Microsoft word and internet/e-mail.
- Experience with case management software.

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to the classification. They reflect the essential elements and general responsibilities of the position, but are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The performance of all essential functions listed is subject to reasonable accommodation in accordance with the Americans with Disabilities Act.