



BILINGUAL FAMILY ADVOCATE, I

Summary of Position:

The Bilingual Family Advocate (FA) holds a vital role in ensuring that all victims and families served by Child Abuse Network receive consistent and necessary support services to promote healing. The FA is expected to be present at the CAC during the forensic interviews as a first point of contact to assess the needed resources, provide information about the investigative process, and offer support. This position reports to the Senior Family Advocate.

Essential Job Functions:

- Provide services to Spanish only speaking children and families.
- Greet and orient the child and family to the CAC and the coordinated MDT process;
- Provide ongoing support for the caregivers throughout the investigation, as needed;
- Provide caregivers with education about abuse and/or trauma and its effects on the children and families, including how to mitigate the effects and build resilience;
- Evaluate needs of child and caregivers and make appropriate referrals for trauma-focused treatment for children and caregivers and provides information on how to complete the Oklahoma's Crime Victim Compensation;
- Provides case management as needed and maintain client records to reflect client interactions and adhere to strict standards of confidentiality;
- Administer outcome surveys to caregivers.
- Enter data into database accurately for case tracking and statistically analysis;
- Maintain and update referral information and agency handouts;
- Participate in team approach with MDT partners, participate in MDT case review meetings and advocate for the child and family's best interest; and
- Participate in ongoing supervision, staff meetings, professional development opportunities, and maintain training requirements as outlined in the NCA standards;
- Assist with front desk and scheduling duties as needed.
- Assist with obtaining transportation for families.

- Contact families before appointments to give information about CAN and address any needs or concerns.

Skills and Abilities:

- Able to communicate effectively with children, adolescents, and caregivers.
- Knowledge of child development, child abuse, and the effects of trauma.
- Must be willing to learn about social service agencies and support services in Tulsa County.
- Demonstrate excellent interpersonal skills, communication skills, and organizational skills.
- Must exhibit professional and ethical values.
- Must possess cultural awareness.

Knowledge, and education requirements:

- Bachelor's degree in Social Work, psychology, human services, criminal justice, or related field. Master's degree preferred.
- Must be proficient in computer applications.
- Must be able to pass a nationwide background check.

Working Conditions:

Most of the work will be performed with in a climate-controlled office setting with little exposure to excessive noise or dust.

The above is intended to describe the general requirements for the performance of this job and is not to be constructed and an exhaustive statement of essential functions, responsibilities, or requirements.

How to apply:

Qualified candidate should submit their cover letter and resume to Vice President & COO, Sarah Beilke at: sbeilke@childabusenetwork.org