



## JOB DESCRIPTION

**POSITION TITLE:** Family Advocate

**JOB RELATIONSHIPS:**

Reports to: Family Advocate Supervisor/Director of Program Services/Executive Director  
Supervised by: Family Advocate Supervisor  
Supervises: Student interns (as applicable)  
Interrelationships: Department of Family and Protective Services staff, law enforcement staff, Cook Children's Medical Center CARE Team or other staff, Tarrant County District Attorney's Office, community agencies, volunteers, children and families, Alliance For Children staff.

**Summary:**

Work under the supervision of the Family Advocate Supervisor and Director of Program Services to assure coordination of the community's mental health and social services for the benefit of children and their families. This position works directly with Alliance For Children client families.

**Job Duties/Essential Functions:**

- Assess family's need of services, information and referral, and community resources.
- Provide education for families regarding the dynamics of child abuse.
- Provide crisis intervention for children experiencing suicidal ideations and provide appropriate resources for immediate professional mental health intervention.
- Work with child protection team to identify service gaps for each client child and family.
- Act as a liaison for client questions/concerns regarding their involvement in investigative or service processes.
- Provide information and support for the Crime Victims Compensation process and VINE as applicable.
- Work with interns to secure needed services for child and family.
- Provide encouragement and support to victim family to use services/programs recommended.
- Troubleshoot system breakdown for clients who have accessed Alliance For Children services.
- Provide individual supportive guidance and case management training for intern victim advocates.
- Participate in weekly case staffings with other partner agencies.
- Attend Alliance For Children victim services meetings as required.
- Documentation related to services provided, including monthly reports as requested.
- Provide court education and accompaniment as needed for children and families.
- Other job duties as requested by immediate supervisor, Director of Program Services, or Executive Director.

**Knowledge/Skills/Abilities:**

- Bachelor's degree in human services field required.
- Degree in social work preferred.
- Two years related work experience in human services field required; working with families at risk strongly preferred.
- Strong interpersonal and communication skills.
- Knowledge of Tarrant County resources.
- Must have sensitivity to and awareness of unique needs of minority cultures and diverse ethnic groups.
- Bilingual English/Spanish required.
- Must have valid driver's license and proof of liability insurance.
- Must successfully complete criminal and civil background checks.
- Able to maintain composure and professionalism under pressure of deadlines.
- Regular and reliable attendance.

**Physical Requirements:**

Ability to sit, walk, stand, bend, squat, kneel and twist on an intermittent and sometimes continuous basis. Ability to grasp, push, pull objects and reach overhead. Ability to operate a telephone and computer. Ability to lift up to 25 lbs. Moderate independent travel by private auto required.