

CHILD ADVOCACY SERVICES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This specialized position involves responsibility for coordinating the day-to-day operations of the Child Advocacy Center's (CAC) Multidisciplinary Team (MDT), supporting the coordination of multidisciplinary child abuse investigations and leading community outreach initiatives within the Office of the District Attorney. This position requires close collaboration with interagency partners to ensure active and effective participation by MDT members during joint investigations of child physical abuse, sexual abuse and neglect. The work is performed under the general supervision of a higher-level administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates the day-to-day operations of the Child Advocacy Center's Multidisciplinary Team (MDT), ensuring effective communication and collaboration among participating agencies during investigations of child physical abuse, sexual abuse and neglect;

Participates in community awareness activities to promote understanding of child advocacy services;

Serves as the liaison among participating agencies, law enforcement, child protective services, medical and mental health providers and the District Attorney's Office to support coordinated child abuse investigations;

Coordinates forensic interview scheduling, case coverage and multidisciplinary case activities among law enforcement, child protective services, mental health professionals and Child Advocacy Center staff;

Schedules medical appointments for victims and coordinates communication with healthcare providers to support timely and trauma-informed care;

Facilitates monthly MDT case review meetings, prepares required documentation and communicates follow-up items to MDT members while monitoring their completion;

Maintains and updates Child Advocacy Center databases and case management systems documenting victim services, referrals and investigative activity;

Tracks grant expenditures, prepares required grant reports and supporting documentation and ensures compliance with funding and reporting requirements;

Assists in maintaining compliance with Child Advocacy Center accreditation standards by coordinating documentation, policies, procedures and quality assurance activities;

Prepares reports, data analyses and documentation required by state agencies and accrediting organizations to maintain Child Advocacy Center recognition and program compliance;

Coordinates peer review meetings for forensic interview staff to promote quality assurance and adherence to established protocols;

Develops, schedules and conducts training for partner agencies, law enforcement, healthcare providers and other stakeholders;

Leads community outreach activities to promote awareness of Child Advocacy Center services and multidisciplinary response protocols;

Facilitates and documents core team meetings and on-site multidisciplinary meetings as needed;

Participates in specialized training and peer review sessions to remain current on best practices and emerging trends;

Performs related duties as required.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of child development, trauma-informed care and the dynamics of child abuse; good knowledge of multidisciplinary team coordination and interagency collaboration; good knowledge of forensic interview models and multidisciplinary team practices; good knowledge of victim rights, confidentiality requirements and applicable federal, state and local laws; good knowledge of crisis intervention, safety planning and victim services; good knowledge of grant administration, program reporting and data collection methods; ability to coordinate activities among multiple agencies with differing priorities while maintaining confidentiality and meeting deadlines; ability to work sensitively and effectively with children and families experiencing trauma; ability to prepare clear, accurate reports, summaries and grant documentation; ability to organize and facilitate MDT meetings, case review meetings and professional trainings; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative working relationships with representatives of law enforcement, child protective services, healthcare providers, mental health professionals and community organizations; ability to collaborate with interagency partners while balancing multiple perspectives and mandates; ability to prioritize tasks, manage competing deadlines and coordinate complex case activity; ability to use case-tracking databases, spreadsheets and other computer applications relevant to Child Advocacy Center operations*.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Social Work, Counseling, Psychology, Criminal Justice, Human Services or comparable degree and two (2) years of paid professional** work experience in counseling, case management, victim advocacy/services, investigations or multidisciplinary case coordination.

*To be demonstrated during the probationary period.

**Professional experience refers to substantive, direct-service work and does not include clerical support duties.