



CAROUSEL CENTER, INC. – POSITION ANNOUNCEMENT

Position Title: Family Advocate I

Reports to: MDT/Advocacy SUPERVISOR

FLSA Status: Full-Time/Exempt

Supervises: N/A

Work Schedule: Available for a flexible schedule with regular parameters of agency business conducted: Monday-Friday from 8a-6:30p (some evening or weekend hours may apply).

Location/Remote Work: On-site in office and in community; flexibility with work from home/remote work based on organization needs.

Travel: Required locally, statewide and nationally to meet organizational needs.

Job Summary:

The Family Advocate I position ensures child/adult caregiver have access to Carousel Center's Family Advocacy services and Child Advocacy Center outcomes of promoting healing, accessing justice, and strengthening resilience for child survivors of physical/sexual abuse and to improve our community through education, prevention and advocacy. Primary responsibility is to facilitate day-to-day Family Advocacy Operations of the agency, timely data entry in client database, participation in community meetings, CME scheduling, client supportive counseling, crisis intervention and accompaniment services. Additionally, Family Advocate I is responsible for day-to-day adherence to MDT and case review protocols, strategic training and outreach events, and maintains professional relationships with DA's, law enforcement, Departments of Social Services, mental/behavioral health, victims services, school and other community identified professionals. Supports the agency operations by providing structure and crisis intervention as needed. Ensures agency services are provided with cultural/linguistic awareness, belonging, inclusion, diversity and equity. Collaborates, informs and supports MDT/Advocacy SUPERVISOR and LEAD Family Advocacy/Child Therapist II.

Education and Experience Requirements:

- Four-year degree or higher in social work, counseling, criminal justice, early childhood development, or related field;
- Direct job experiences working with children and families;
- Equivalent combination of education and experience;
- Intermediate experience with Microsoft Office 365;
- Successful completion of a pre-employment criminal record, sex offender registry, fingerprinting and drug screens; and
- Access to reliable transportation, have a valid operator's license and proof of vehicle insurance.

Preferred Education and Experience:

- One (1) years' experience in public or non-profit victim-centered, child protective services, and/or criminal justice system;
- Current Victim Service/Advocacy Practitioner Certification from NC VAN or equivalent;
- Cultural and linguistic competence in the Spanish Language and working with Hispanic/LatinX clients;
- Knowledge, training and experience with children, child development, crime victims, trauma and crisis intervention;

- Knowledge and experience developing/implementing/working with multi-systemic community partnerships;
- Intermediate experience with CAC CareNet or other database systems; and
- Current First Aid/CPR Certification.

Essential Job Functions:

Maintain and enhances the Vision, Mission and Core Values by-

- Adhering to NCA Child Advocacy Center Accreditation standards, laws, policies and accompanying procedures;
- Entering forensic/medical/advocacy documentation/database, in a timely manner, per TCC, grant source-required, NC and US applicable laws, policies and standards;
- Facilitating support for Family Advocacy and MDT operations,
- Facilitating direct client supportive counseling, crisis intervention and accompaniment services;
- Assist in training Carousel Volunteer/Intern/Service Learning/Practicum and/or Work Studies Students for administrative and direct services tasks;
- Adhere to family advocacy documentation per TCC, grant source-required, NC and US applicable laws, policies and standards; and Ensuring confidentiality of sensitive information; and
- Ensure confidentiality of sensitive information.

Maintain NCA Child Advocacy Center Accreditation Standard for MDT, Case Review, Family Advocacy by

- Initiate/build/maintain professional relationships with children, families, DA's, law enforcement, Departments of Social Services, mental/behavioral health, victims services, school, and other community-identified professionals;
- Ensure accurate and timely documentation and management of client records, digitizing archives and service statistics;
- Participate as an agency representative in community meetings and engagements, as assigned;
- Adherence to Family Advocacy standard operation procedures (SOPs) to ensure meeting community needs; and
- Other duties, responsibilities and activities that may be assigned or changed with or without notice.

Conserves Supervisor's time by-

- Problem solving;
- Performing well;
- Leading self and others;
- Contributing to Team effort:
- Following established SOPs, policies and procedures;
- Exercising discretion and judgment regarding when to consult your supervisor; and
- Completing other duties, responsibilities and activities that may be assigned or changed with or without notice.

Maintains credentials by-

- Engaging in professional development activities;
- Submitting CEUs or professional development documentation prior to the deadlines; and
- Providing a copy of current credentials for personnel files.

SUBMISSION:

No phone inquiries, please.

Submit cover letter and resume to:
Attn: MDT/Advocacy Supervisor
Email: francesca.ramirez@carouselcenter.org
OR
Fax: 910.254.9818
www.carouselcenter.org