



JOB DESCRIPTION

Title: Family Advocate/Intake Specialist
Reports To: Director of Rapid Response and Director of Treatment and Assessment
Status: Full Time - Exempt

The mission of Denver Children's Advocacy Center is to prevent abuse, strengthen families and restore childhood. DCAC serves children who have been sexually abused, neglected, or traumatized by witnessing violence. We are one of 19 child advocacy centers in Colorado providing friendly, family- supportive services in one central location, or close by. Our goal is to ensure that every child in Denver and neighboring counties who has been traumatized by sexual abuse, or by witnessing homicide or domestic violence receives immediate, compassionate, and effective investigation, assessment and, if needed, mental health treatment. DCAC never charges families for its services and we never place timelimits on healing. DCAC is committed to providing services, along with a broad network of community partners, to all communities and populations in Denver. We are committed to the ongoing work of providing quality and culturally-responsive services to children and families of all backgrounds and identities.

General Responsibilities:

It is the responsibility of all DCAC employees to support DCAC's mission and goals, to respect the confidentiality of all who come to us for assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly, empowering each other to excel at our work and to dedicate ourselves to inclusivity.

Summary of Position

The Family Advocate/Intake Specialist provides support for both the Rapid Response and Treatment and Assessment programs at DCAC to ensure a continuum of services for children who have been victims of sexual abuse, domestic violence, neglect, or who have witnessed a homicide and/or other types of trauma. This role will provide support, orientation, and information to child victims of crime and to non-offending family members before and after a forensic interview. This role will also provide support to the Treatment and Assessment Team by conducting and managing initial intakes for therapy. The Family Advocate/Intake Specialist reports directly to the Director of Rapid Response and Director of Treatment and Assessment and is required to attend all staff meetings, team meetings, and supervision. This position is full time (40 hours per week, Monday through Friday), and requires flexibility.

This job description should not be construed to imply that the requirements listed are the exclusive standards of the position. Other tasks and responsibilities may be assigned, as necessary.

Duties and Responsibilities

- Supports in coordination of client and families visit to the center, often being first and last contact for client and caregiver
- Provides crisis intervention in person or by phone, including debriefing with a client after a forensic interview and connecting with DCAC therapist when appropriate
- Provides support, orientation and information about DCAC services to child victims of crime and to non-offending family members
- Conducts and manages initial intakes and orientations for the Assessment & Treatment program.



- Reviews therapy intakes with the Program Director
- Takes part in assigning clients to Child and Family Therapists
- Provides information to non-offending family members about their rights as victims of crime, including victim compensation assistance
- Provides case management contact with each family to ensure family is receiving necessary support and services by letter and phone
- Attends interagency meetings, trainings, and workshops pertinent to job description
- Assist with case tracking, reports, and statistics for DCAC's programs

Competency

To perform the outlined duties and responsibilities successfully, the person in this position should demonstrate the following competencies:

- Demonstrates integrity and professionalism managing confidential material and sensitive situations
- Demonstrates confidence in leadership and team-building ability
- Identifies and analyzes needs and applies resources effectively to meet those needs
- Communicates clearly and effectively in positive or negative situations
- Demonstrates respect and sensitivity for cultural differences
- Manages competing demands
- Continues to build on knowledge and skills
- Adapts strategy to changing conditions and communicates changes effectively
- Demonstrates ability to effectively balance task-oriented and process-oriented duties

Qualifications

The requirements listed below are representative of the knowledge, skill and/or ability required to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in Social Work, Sociology, Psychology, Criminal Justice, or other social science field
- Knowledge of child protection and criminal justice systems
- Written and oral Spanish language skills **preferred**
- Able to communicate effectively with young children and adolescents
- Knowledge of child development, child abuse and the effects of child abuse
- Excellent written and verbal communication, computer and mediation skills
- Dedication to working with diverse populations
- Must pass background check

Benefits:

Salary based on experience and qualifications (Salary range: \$57,000-\$65,000 annually). Denver Children's Advocacy Center offers an excellent compensation package with full benefits which include medical, dental, and vision insurance, as well as a retirement plan option.

Denver Children's Advocacy Center is an equal opportunity employer and seeks a diverse applicant pool.

To apply for this position, please email your resume and cover letter to Hollie Reinhart –

HReinhart@Denvercac.org.