

**Center for Child Protection  
Job Description**

**Job Title: Bilingual Family Advocate**

**Supervisor: Chief Clinical Officer**

**Summary:** The Bilingual Family Advocate provides crisis intervention, supportive counseling, risk/protectiveness assessment, emergency clinical assessment and on-going case management to children and families referred by the Child Protection Team (CPT). This position requires the ability to clinically assess clients on an ongoing basis and generate treatment plans based on assessment.

**Minimum Qualifications:**

- Master's degree in a behavioral science
- Clinical license to include LMSW, LCSW, LPC or LPC Associate
- Minimum of two years' experience including case management services for child victims of sexual and physical abuse, child protection, crisis support and counseling
- Ability to work collaboratively and effectively with Law Enforcement, the District Attorney's Office, Child Protective Services, and Forensic Interviewers in the investigation of child abuse and/or children who have been exposed to violent crimes
- Ability to assess risk factors of forensic interview clients and strategize with Law Enforcement and CPS on safety planning
- Certification in the Neurosequential Model of Therapeutics or a willingness to achieve certification
- Bilingual English/Spanish Required

**Job Tasks:**

1. Supports non-offending caregivers so that they may protect and support their children
2. Provides psychosocial assessment, psychotherapy and case management services for children and protective caregivers:
  - Assesses the client's level of cognitive, emotional functioning, and psychosocial history information
  - Assesses protective caregiver's mental health, protectiveness and risk factors, and social service needs
  - Assesses the need for clinical services for the child and family
  - Assesses current presenting problems that need to be addressed
  - Establishes a case plan with clear treatment objectives, goals, and intervention strategies

3. Collaborates with Law Enforcement and CPS throughout the length of the case in providing information to the family about status of the criminal and civil case from the point of investigation to prosecution
4. Administers clinical assessment tools for purposes of assessment
5. Provides psychoeducational and psychotherapeutic services to children and families
6. Determines appropriate treatment planning, goals, and interventions
7. Provides crisis intervention services for children and adults at the point of the forensic interview
8. Provides long term counseling support services for children and adults
9. Refers children and families to appropriate community resources
10. Collects and reports information on services provided
11. Provides case management assessments and service planning
12. Develops knowledge and skill in the Neurosequential Model of Therapeutics practice approach, and use of the DSM 5 and subsequent updated versions, to assist in guiding assessment and case planning
13. Provides written documentation involving client services to Law Enforcement and the District Attorney's Office throughout the case
14. Provides forensic interview clients with information on Victim Rights, to include Crime Victim's Compensation, Protective Orders as needed, VINE, information on other resources as deemed appropriate for each family
15. Provides group therapy facilitation for children and families referred by CPT as needed
16. Provides crisis counseling services as needed for children and families referred by CPT
17. Provides emergency clinical assessments to assess mental status of children and families who are in emotional distress and expressing thoughts of self-harm or suicidal and/or homicidal ideation, or are currently experiencing psychotic symptoms
18. Participates in Forensic Interview case staffings with the Forensic Interviewer, Assistant District Attorney, law enforcement detective and Child Protective Services caseworker

19. Coordinates with Forensic Interviewers in the provision of follow up services to include counseling support, community resource assistance, crime victim rights assistance for all forensic interview clients
20. Provides orientation to the criminal justice system for families with cases in the criminal justice system, in some cases may also provide court accompaniment when appropriate
21. Provides court advocacy services to families in the criminal justice system for child abuse cases
22. Upholds ethical guidelines and professional standards, including following the rules and regulations outlines by the Texas State Board of Social Work Examiners
23. Maintains professional licensure by completing the required number of Continuing Education Credits and renewing license on time
24. Notifies supervisor of any disruption to licensure or any investigation by the licensee's applicable professional board
25. Provides referrals for therapeutic services to children and protective caregivers referred by CPT
26. Provides Program coverage for forensic, therapy and medical cases, as needed
27. Represents the organization and speaks at community events, as requested
28. Assists Clinical supervisors with strategic planning to identify growth opportunities for further development of the Child Protection Team relations and activities
29. Maintains a comprehensive knowledge of the mission, core values and vision of the Center and the children's advocacy model
30. Attends regular staff meetings, other internal meetings and community meetings as assigned
31. Performs other duties as assigned

**FLSA**

Exempt

**Physical Requirements:**

Reaching	Occasionally
Handling	Occasionally
Talking	Frequently
Hearing	Frequently
Near Acuity	Frequently
Vision Accommodation	Occasionally
Color Vision	Occasionally
Field of Vision	Occasionally

**Strength:**

Light Work - Lift up to 20 pounds occasionally

**Environmental Conditions:**

Noise: Moderate

**Work Situations:**

- Direct/Control/Plan
- Influencing People
- Dealing with people
- Making Judgments/Decisions

**Equal Opportunity Employer**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as required by their supervisor.

CACTX designates Children Advocacy Centers as an essential employer.