



Job Description

Job Title: Bilingual Family Advocate
Reports To: Director of Forensic and Advocacy Services

Minimum Requirements: Bachelor's degree in social work, psychology or a related field is required and a Master's degree in a related field is preferred. Professional experience providing services addressing trauma and working closely with community partners such as law enforcement, the Department of Children and Family Services, and/or prosecutors. Bilingual English/Spanish required.

Primary Responsibilities:

- Complete required 24-hour Victim Advocacy Training within the first year of employment and participate in a minimum of 8 hours within a 2-year period of continuing education specific to victim or court advocacy and/or child maltreatment, or domestic violence
- Provide support and/or crisis intervention to child victims and their non-offending caregiver(s) during child protection and/or criminal investigations
- Assist in the education and training of multidisciplinary team partners on CAC protocols and best practices
- Coordinate the multidisciplinary response to cases by managing referrals from investigative partners
- Complete a brief psychosocial and needs assessment with non-offending caregiver(s) at the time of the scheduled forensic interview appointment
- Complete trauma screening and suicide risk assessments with children and teens
- Provide culturally relevant resources and referrals (mental health, medical, legal, housing, etc.) to clients
- Provide case management which includes routine contact with the client's family and multi-disciplinary team (law enforcement, DCFS, State's Attorney's Office, mental health, and medical clinic staff)
- Provide court advocacy, which could include attending hearings with clients, assisting with Orders of Protection and Victim Impact Statements, assisting with victim/witness court preparation, advocating for the rights of crime victims throughout the criminal justice process
- Document direct services in agency database in a consistent and timely manner
- Maintain all records as per the agency's confidentiality standards
- Participate in regularly scheduled 1:1 supervision, team, and all-staff meetings
- Participate in monthly Multi-Disciplinary Team Case Review meetings
- After-hours and weekend on-call responsibilities on a rotating basis
- Regular travel between main office (Hoffman Estates) and satellite offices (Arlington Heights and Skokie)
- Other duties, as designated by Executive Leadership