



The GreenHouse Child Advocacy & Sexual Assault Center
www.greenhousecacsac.org

Position Title: Advocate (Bilingual Preferred)

Description: The Advocate provides in-person intake, refers for services, and facilitates a trauma-informed system response to reports of child abuse and/or sexual assault. This is an on-call position.

This position is full-time, includes an insurance stipend, and reports directly to the Director of Victim Services.

Qualifications: A degree and/or related experience in child development, education, forensic psychology, mental health, or a related field is preferred.

Upon hire, the candidate is expected to complete a nationally recognized Advocate training course as approved by the Executive Director of The GreenHouse.

Detailed job duties:

- Confirm previously scheduled forensic interviews, ensuring availability of related support staff for custodial, supportive caregivers.
- Clearly explain the criminal justice process to supportive, custodial caregivers upon intake, explaining issues such as Victim's Compensation, the system response, and the roles of each MDT partner as it relates to their case.
- Help victims apply for Victim's Compensation
- Go with child and/or adult victims to forensic medical exams (FMEs)
- Referring each custodial caregiver and/or child to appropriate community, mental health, and/or assistance programs as needed, providing follow-up contacts with agencies as necessary to ensure service delivery is expedited and accessible, and removing barriers to access as needed.
- Attend Whitfield & Murray County MDT meetings & provide input to other team members.
- Participate in formalized, ongoing advocacy peer review in accordance with Child Advocacy Centers of Georgia (CACGA) standards, ensuring applicable documentation is obtained and provided to the Executive Director.
- Upload case information into the client-management system (Collaborate and CaseWorthy) to ensure complete accessibility by all MDT partners.
- Provide continuous support as needed and requested by custodial caregivers and/or primary victims to produce best outcomes.
- Demonstrate consistent adherence to ethical, professional, and legal requirements as dictated by The GreenHouse and/or CACGA.

The GreenHouse

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- Strictly and without exception, follow Whitfield and Murray County Child Abuse Protocol, recognizing that this position is that of a mandated reporter, whether acting in official capacity on behalf of The GreenHouse or as a private citizen.
- Provide accurate initial disclosure information to responding DFCS caseworkers and/or law enforcement, should the need arise.
- Be familiar with initial disclosure protocol and recognize when to appropriately halt a disclosure to not interfere with the subsequent MDT response to a disclosure of child abuse.
- Adhere to all Policies and Procedures of The GreenHouse CAC/SAC.
- Communicate with Therapists and assist in the preparation of therapy for clients.
- Manage data and appointments using TheraNest, adhering to communication permissions set forth by the client in accordance with HIPAA.
- Outreach and Community Engagement efforts as assigned

- Other duties as assigned.