



## **Bilingual Child and Family Support Advocate Job Description**

**POSITION TITLE:** Family Support Advocate, 20-40 hours per week, Bilingual required.

**SUPERVISOR:** Child Advocacy Center Program Administrator

This position is hourly, non-exempt.

**SUMMARY OF POSITION:** The Family Support Advocate is responsible for promoting a child focused, supportive environment at the Child Advocacy Center by providing crisis support, system information, and community resources for children and their families who participate in an investigation of child abuse or for children who have witnessed traumatic and violent crime.

### **MINIMUM QUALIFICATIONS:**

- Fluent in speaking, writing and translating Spanish.
- Must be at a minimum of 21 years of age.
- Must successfully pass a background check.
- Bachelor's degree in human service-related field or equivalent combination of education and experience.
- Experience working with children and families.
- Job duties may at times require flexible hours outside of regular business hours or scheduled work hours.
- Ability to work cooperatively with different types of personalities.

**REQUIRED SKILLS:** Fluent in speaking, writing and translating Spanish. Knowledge of and sensitivity to family systems and child victimization. Knowledge of the overall child protection and legal system. Ability to communicate effectively with children, adolescents, and families. Academic training or practical experience in and knowledge of developmental stages of children and the dynamics and effects of child abuse. Excellent written and verbal communication, computer, and mediation skills. Ability to work well with a variety of disciplines. Knowledge of community resources.

Life Stories Child & Family Advocacy offers a benefits package including paid holidays and PTO and professional development opportunities for employees. Benefits are available the first month after hire. with pro-rated, partial employer-supported health insurance, life insurance, short- and long-term disability coverage and a Simple IRA Retirement plan with employer match. The annual salary range for 40 hours per week is \$36,982 – \$40,498, based on experience and qualifications. Position open until filled.

Please submit a cover letter and resume to the attention of:

Chris Eisenhauer      [chris@lifestoriesweld.org](mailto:chris@lifestoriesweld.org)