



We are hiring a Family Advocate!

Abbott House Child Advocacy Center is seeking a Family Advocate to provide victim support to children and their non-offending caregiver.

The Role of the Family Advocate

- Act as a family advocate for the child victim and their non-offending caregiver, including contact before, during, and after visits to Abbott House. This includes, but is not limited to welcoming and orienting families upon arrival; providing support and care for children during their visit; providing information and support to caregiver during the forensic interview; meeting with family for a needs assessment and referral consultation; assisting family in locating services for counseling, medical care, and basic needs; coordinating with appropriate individuals and agencies as needed.
- Serve as family liaison with investigative and multidisciplinary team members, networking and linking with other social service agencies that provide needed services.
- Handle confidential information with tact, discretion, and in compliance with job requirements.
- Attend staffing meetings for cases to gather information about the referral needs of each client and family.
- Attend bi-weekly case reviews and communicate case updates to the MDT team.
- Enter case information into NCATrak and personal logs in a timely manner.
- Assist with volunteer and intern programs, including training and scheduling.
- Maintain professional and technical knowledge by attending educational workshops and reviewing professional publications.
- Be knowledgeable of our Safety in Action Program and alrt! and assist with community presentations after hours as needed.
- All other duties assigned by the Executive Director.

Our Mission

Abbott House opened its doors in 1996 using borrowed space and operating with a part-time staff of one. Today, Abbott House employs eleven full-time and two part-time staff and offers four robust programs under the roof of a 7,500 sq. ft. building. Since its inception 27 years ago, Abbott House has served more 23,800 children in central Oklahoma.

Our mission is preventing abuse, advocating for children and fostering hope and healing. We fulfill our mission through four areas of programming, forensic interview, advocacy, medical assessments and educational outreach. As a nationally accredited child advocacy center it is our goal to provide a trauma informed, child-friendly environment where multidisciplinary team members work together to reduce the re-victimization of the child, remove barriers to investigation and treatment, and provide referrals that will set children and their non-offending caregivers on the path to healing. Abbott House also seeks to educate the general public on recognizing and reporting child abuse.

TO APPLY

Please apply by October 25th, 2023. Interviewing will occur on a rolling basis. All applications will be acknowledged within 5 business days via an email receipt. Every applicant will receive careful consideration. To apply, please submit the following:

- A resume that summarizes your relevant professional educational/learning, and volunteer experiences.
- A cover letter that clearly explains how your background, experiences and interests are a fit with key skills and qualifications described in this position announcement.

Email your applications as a single PDF (cover letter and resume combines in one document) to hiring@abbott-house.org.



**VISIT US AT
ABBOTT-HOUSE.ORG**

Key Skills and Qualifications

- Ability to interact with children and adults in a compassionate and hands-on manner.
- Strong verbal and written communication skills.
- Must be organized and have the ability to multitask.
- Working knowledge of law enforcement and child welfare systems.
- Must be available to be on-call in rotation.
- Must be able to pass a nationwide background check.
- Working knowledge of MS Office Suite.
- Spanish speaking preferred.
- Masters of Social work is a plus.

Education and Experience

- BA/BS degree in social services related field preferred.
- 1+ years related experience providing case management and victim advocacy preferred.
- Equivalent work experience may be substituted for degree.
- Must complete 24 hours of OVAT training prior to employment (compensation provided for OVAT training)

Compensation and Benefits

This position will be a 40-hour-per-week, salaried position. Abbott House offers employee health dental and vision benefits, simple IRA with 3% match and paid leave. Abbott House offers an inspiring, family friendly work environment that values flexibility and professional development for staff.

Culture

The Abbott House staff and board believe that its success as an organization is based on its unique and supportive organizational culture, which strongly affirms that all of our clients deserve community, support and exceptional services. To work towards a healthy outcome for all children and families, Abbott House operates with an equity lens across all of its activities and embraces learning and growth. Abbott House values and celebrates strengths that diversity brings to the workplace and we seek to create an environment and organizational culture that reflects the community we serve. Abbott House is an equal opportunity employer.



Our facility dogs, Phoebe and Elle!