

CHILD AND FAMILY SUPPORT COORDINATOR

Job Description

TITLE: Child and Family Support Coordinator

DETAILS: 40 hours per week (may require some work out of normal business hours)
\$40,000-\$44,000 per year (exempt/salaried) with some benefits. Pay based on experience or additional skills. Bilingual candidates preferred.

SUMMARY: The Child and Family Support Coordinator works collaboratively with the Child Advocacy Center (“CAC”) team and key community partners in the multidisciplinary team (“MDT”). The Coordinator provides a child-friendly, supportive environment for children and families impacted by violence, abuse, or neglect. This position requires daily contact with primary victims and their families to assist in crisis support, safety planning, coping skills, legal advocacy, and community referrals. Additionally, the Child & Family Support Coordinator takes the lead on growing and improving CAC services provided to primary victims and their families. All work in this role must be done through a lens of equity and inclusion.

SKILLS: Background or education in the field of child abuse and neglect is preferred. The ideal candidate comes with knowledge of legal, social, and developmental aspects of working with children. Training is available for the right candidate if experience in this field is limited, but you bring other relevant experience. Applicant must have a passion for working with youth, victims/survivors, and social justice. It is paramount that the applicant is a team player but is also able to work effectively on their own. We highly encourage those that bring new and diverse perspectives to apply.

DUTIES & RESPONSIBILITIES:

Advocacy for Clients

- Maintain a welcoming environment where victims and non-offending family members (“clients”) feel safe and respected
- Complete client intakes, assessments, and other necessary paperwork
- Provide clients with crisis intervention and safety planning
- Provide clients with support, information, and referrals to other agencies for appropriate assistance
- Educate clients on and provide support during forensic medical exams
- Assist with protection orders, navigating the criminal justice system, court accompaniment, etc.



- Develop and coordinate ongoing support services to be offered or provided through the CAC
- Develop documents and materials for clients to better understand available resources
- Participate in ongoing training and annual continuing education as required for accreditation

MDT Support

- Participate as an active member of the multidisciplinary team
- Provide technical and operational support for MDT members before, during, and after forensic interviews and medical exams of victims
- Answer general inquiries from clients, referring agencies, and MDT members
- Actively participate in monthly Case Review meetings

Outreach

- Develop and maintain working relationships with key community partners such as law enforcement, Department of Human Services, District Attorney's Office, forensic nurses, mental health specialists, and other community resources
- Assist with community outreach (e.g., community outreach, presentations, public events, social media accounts, etc)

Other

- Ideal candidate will successfully complete Forensic Interview training through the Colorado Children's Alliance
- Participate in agency-wide trainings and other meetings as required
- Identify and recommend changes or enhancements for child advocacy center that are trauma-informed, survivor-centered, inclusive, and equitable
- Assist Leadership Team with grant report requirements as needed
- Participate in local, state, and national groups, committees, and meetings that further agency or program's mission
- Other tasks as assigned by the Program Director or Executive Director

Benefits

- 100% Medical coverage for staff after first month of service
- Dental, Vision, and Life insurance coverage available
- Participation in organization retirement account with savings match after 2 years of service
- Work with an inclusive, dynamic, energetic, compassionate team

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Our dedication to promoting diversity, multiculturalism, and inclusion is at the foundation of everything we do. We are focused on equality and believe deeply in the value of diversity across race, gender, gender identity or expression, sexual orientation, religion, ethnicity, national origin and all the fascinating characteristics that make each of us unique.

TO APPLY: Please send a resume AND cover letter to Julia Luciano-Burns at julia@brighterworldcac.org. Resumes sent without a cover letter will not be considered. Cover letter must include why you want to work with survivors and why you want to work in Routt County (if you don't currently live here). Please put in the subject line to your email which job you are applying for.