



## **POSITIONS AVAILABLE:**

### **Bilingual Family Advocate/Case Manager – Spanish Speaking**

The Children's Advocacy Center of Suffolk County (CAC) unites public, private and community partners to promote safety, healing and justice for child victims and their families.

The CAC works closely with an array of agencies to coordinate high quality investigations and assessments of alleged abuse; provide support to children and families; offer specialized training for a diverse range of professionals; and to prevent child abuse in our community.

The Bilingual Family Advocate/Case Manager have an integral role at the Children's Advocacy Center of Suffolk County by offering education, support, advocacy and referrals for necessary services in order to help children and families heal after violence and abuse.

### **THE CAC SEEKS A BACHELOR'S LEVEL ENGLISH/SPANISH BILINGUAL FAMILY ADVOCATE/CASE MANAGER TO SUPPORT CHILDREN AND NON-OFFENDING CAREGIVERS IN CASES OF ALLEGED CHILD SEXUAL ABUSE, PHYSICAL ABUSE AND EXPOSURE TO VIOLENCE.**

*\*At this time, the Children's Advocacy Center of Suffolk County has adopted a hybrid model including on-site and remote work.*

#### **Responsibilities:**

- Outreach to caregivers in cases of child-to-child sexual abuse (and other cases of child abuse) to establish a supportive relationship;
- Provide case management, advocacy, and coordinate support for children and family members
- Utilize the CAC's NCAtrak case management system and ensure appropriate case record documentation
- Receive and respond to referrals regarding children with Problematic Sexual Behaviors and assist with initial screenings
- Offer emotional support, information, and psycho education regarding dynamics of abuse to children and caregivers if needed;
- Assist caregivers in identifying strategies and mechanisms to best support children impacted by violence and abuse and other non-offending family members;
- Assist families in identifying needs and facilitate referrals for services;
- Outreach to mandated reporters and community partners in cases of child-to-child sexual abuse (and other cases of child abuse) to provide consultation and support of children and caregivers;
- Contribute to the CAC multidisciplinary team by assisting non-offending caregivers as a support, liaison and advocate before, during, and after multidisciplinary team meetings;
- Maintain ongoing relationships with all multidisciplinary team members and other involved agencies, as needed, to ensure a coordinated response to each family's needs and to

support maximum utilization of services;

- Attend all staff meetings, case reviews, in-service training and other meetings, as required;
- Other duties, as required.

**Required Qualifications:**

- High School diploma or GED required. Bachelor's degree preferred in Social Work or Human Services;
- **Fluency in Spanish;**
- 1-3 years related work experience with bachelor's degree; Minimum of 2 years of related work experience without a related bachelor's degree;
- Demonstrated ability to provide services in a professional, respectful manner using active listening and problem-solving skills;
- Resourcefulness and ability to multi-task;
- Working knowledge of dynamics of child abuse and neglect, parent-child dynamics and child development essential;
- Strong, effective verbal and written communication skills
- Experience with Microsoft Office Suite including Outlook, Word (required), Excel, and PowerPoint (preferred);
- Passion for CAC mission and commitment to preventing and addressing the impacts of violence and trauma;
- Commitment to understanding how systemic inequality affects child and family safety and well-being.

**Desired Qualifications:**

- Working knowledge of MA Department of Children and Families, criminal legal response to child abuse, children's advocacy center and multidisciplinary models, and familiarity with Suffolk County social service, medical, mental health, domestic violence, civil legal and community services/agencies helpful;

*The Children's Advocacy Center of Suffolk County strives to build an organization and a community where people can bring their whole selves to work and are inspired to do their best work every day. We are committed to equal employment opportunity regardless of race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law. We believe that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.*

Full Time Salary: 50,000 to \$55,000 commensurate with experience  
Excellent Benefits

**Interested Applicants Who Possess the Minimum Requirements Should Submit:**

**A letter of interest and resume by email at [info@suffolkcac.org](mailto:info@suffolkcac.org).**

If emailing, please include subject line: *Bilingual Family Advocate/Case Manager Position*  
Applications will be reviewed and will be accepted on a rolling basis until the position is filled.

**NO PHONE CALLS PLEASE**

**[www.suffolkcac.org](http://www.suffolkcac.org)**