

The Shelby County Children's Advocacy Center seeks a bilingual (English/Spanish) speaking Family Advocate to manage our on-going and long-term cases with our families and children. The Family Advocate works collaboratively with each family and the MDT (multi-disciplinary) team and provides clients with trauma informed, wrap around services that provide support for the life of the child's case.

Primary Duties will include but are not limited to:  
completing intake paperwork with non-offending guardians before forensic interviews; providing information to victims and their families regarding the forensic interview process, mental health counseling, the purpose and members of the multi-disciplinary team, available community resources, crime victims' rights, Texas Crime Victims' Compensation, and orientation to the criminal justice system; participating in case staffing and MDT meetings; completing training and continuing education as needed; answering phone and door as available (shared duty with other staff); willing to cross train as Forensic Interviewer.

Education and experience:

Bachelor of Social Work/related field (OR working towards degree), preferably specializing in children's issues and experience working with children and families in crisis; valid Texas Driver's License; willingness to submit to a child abuse background check (civil and criminal); the ability to establish rapport with clients and other professionals, an objective attitude, patient demeanor, strong organizational skills, and knowledge of child development; strong verbal and written communications skills, ability to communicate effectively over the phone; proficient in the use of Microsoft Word, Excel and Outlook; willingness and ability to travel to San Augustine office.

Benefits:

- 100% Paid Employee Health Insurance-PPO
- Six (6) weeks' of paid Parental Leave
- Simple IRA Retirement and Contribution Plan with up to a 3% employer contribution
- Cell Phone Stipend
- 11 Paid Holidays
- 10 Sick Days (4 of which can be taken as Personal Wellness Days)
- 5 Vacation Days accrued after 6 months; 10 Vacation Days accrued after 2 years

Applicants should email resume to: [dmerriman@shelbycountycac.com](mailto:dmerriman@shelbycountycac.com)

For more information, applicants may call 936-590-9864 between 8am and 3pm, Mon-Fri, and ask for Denise Merriman, Executive Director