



Position title: Child and Family Advocate

Immediate Supervisor: Director of Intervention Services

Overall objectives: Provide center orientation and emotional support for children and their families. Supervise the center's waiting room, ensuring the safety of children and their families while they wait for services. Provide case tracking support under the supervision of the Director of Intervention Services.

Duties and Responsibilities to include but not limited to:

- Essential understanding of NCA and CACGA standards and implementation of best practices
- Greet incoming children/families and orient them to the waiting room
- Provide emotional support as needed and secure crisis intervention via Intervention Support staff when necessary
- Ensure safety and well-being of children in the waiting room
- Participate in case tracking entry and case follow up
- Support intervention and clinical staff as needed
- Support child and family intake process
- Other duties as assigned

Education and Experience Requirements:

Bachelor's degree with minimum two years professional experience in related field preferred. A broad and competent understanding and capability with computer skills to include Microsoft, Excel and additional common software applications. Fluency in Spanish or other foreign language preferred.

Accountability:

All positions are under the general supervision of the Chief Executive Officer.

All interested applicants should email cover letter (addressed to Child and Family Advocate Search Committee) and resume to gailgarland.safepath@cobbcounty.org.