

SafePath Children's Advocacy Center, Inc.

Position title:	Intervention Support Associate
Immediate Supervisor:	Director of Clinical Services
Overall objective:	To coordinate services to clients throughout intervention, in order to reduce trauma to children and their families. To ensure necessary statistical and documentation processes for necessary services and reporting requirements. To promote multidisciplinary team case interaction, coordination, support and consistency throughout the intervention, investigation, treatment and prosecution process.

Duties and Responsibilities to include but not limited to:

- Essential understanding of NCA and CACGA standards and implementation of best practices
- Responsible for case advocacy; initial intake and intervention of children and NOC's, guiding and assisting the victims and families through the process, to include providing all families with Victim Compensation forms, assist with the application process
- Arrange and/or provide crisis intervention as needed.
- Take cold calls, providing general information and referrals
- Responsibility for accurate data collection, submission and query into MDTIS; managing case tracking system, and remain active on CACGA/MDTIS technology committee.
- Responsibility for maintaining effective and accurate tracking method for compilation and submission of required statistical data reports for funding sources and records management.
- Support with multidisciplinary team meetings as assigned
- Work closely with multidisciplinary team members to coordinate necessary services, and resources; referring to community resources as needed.
- Foster open and positive relationships with multidisciplinary team members
- Assist in obtaining and organizing ideas and/or materials for monthly peer training, articles, webinars etc.
- Maintain equipment, necessary materials and cleanliness in interview rooms
- Provide assistance with front waiting area as necessary
- Other duties as assigned

Education and Experience Requirements:

Bachelor's degree with minimum two years professional experience in related field. Master's degree 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 Executive Director.

Intervention Support Associate
July 1, 2014