



*Where Caring Becomes Doing*

**6800 Florence Avenue  
Bell Gardens, CA 90201  
562.806.5400  
www.hsala.org**

## **JOB DESCRIPTION**

**JOB TITLE: Child/Youth Advocate**                      **DEPARTMENT: Family Services**  
**PROGRAM: OES Child Abuse Treatment**            **STATUS: Full Time - Non-Exempt**  
**REPORTS TO: Victim Services Supervisor**        **HOURS PER WEEK: 40**

### **POSITION SUMMARY:**

- Under the direction of the Victim Services Program Supervisor, the Child/Youth Advocate provides case management support services such as soft legal aid advocacy, justice system education, court accompaniment, CALVCB linkage, needs assessment, information and referral, linkage to other supportive and/or specialized services for victims impacted by a crime.

### **DUTIES AND RESPONSIBILITIES:**

- Assesses the needs of and completes intake assessments for children, youth, and their caregivers under the program.
- Develops service plans for clients; determines safety status of clients; coordinates all assessment data from social service and health agencies, schools, families, and other sources.
- Provides case management services, including information and referral services.
- Works together within a multi-disciplinary team to ensure clients' needs are clearly identified.
- Provides accompaniment to criminal justice offices and court.
- Coordinates transportation to criminal justice offices and court.
- Provides victim clients with soft legal services support, collaborates and links providers to assist with additional family and criminal law needs/issues.
- Assists families in obtaining child care to enable a victim to attend court.
- Assists with victim impact statements and court support/restraining order services.
- Provides victims with assistance in seeking crime victim compensation benefits.
- Arranges services and activities.
- Re-evaluates and reassesses client/family's needs.
- Assists families to strengthen protective factors to decrease the possibility of a crisis in the family.
- Participates in weekly case reviews and case consultation, as needed; makes case presentations.
- Maintains client records daily and prepares reports, including billing and statistical information in the program(s) database.
- Collaborates with other HSA staff, other agencies and stakeholders as needed.

- Participates in planning for additional services for victims of crime and their families.
- Attends department, agency, and community meetings, as assigned.
- Will be familiar with program documentation.
- Interface with OES, DCFS, DMH, court systems, schools and other community stakeholders.
- Gather contact and progress reports from all service providers involved in a case.
- Related duties, as assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of risk factors such as domestic violence, substance abuse, mental health issues and/other factors that contribute to violence and/or child abuse.
- Knowledge of basic social work principles and values.
- Knowledge of the criminal justice system.
- Knowledge of child and youth risk factors, ACES, and alternatives to violence.
- Knowledge of cultural responsiveness and experience with underserved communities such as the LGBTQ+ community, people of color, and migrant populations.
- Proven competent skills, as well as the ability to exercise independent and good judgment.
- Good communication and organizational skills.
- Ability to follow policies, procedures, and organization.
- Ability to meet attendance standards and work additional hours as necessary.
- Ability to communicate effectively verbally and in writing.
- Ability to develop and maintain effective working relationships; work well within a team.
- Bilingual (English/Spanish) is *highly preferred*.
- Computer literate.

**EDUCATION AND EXPERIENCE:**

- Education: Bachelor's degree in criminal justice (*preferred*) or *equivalent experience*, law, social work or related field.
- Experience: Must have at least two years' experience in working with families and children in provision of direct services to low-income and ethnically diverse clients in a non-profit setting; knowledge of community resources; knowledge of Latino family structures; demonstrated skills in working with minority populations; *experience working with victims of crime, domestic violence and/or other types of trauma, highly desirable.*

**LICENSING/CERTIFICATION REQUIREMENTS:**

- Daily driving is required. Must provide own vehicle, valid California driver license and proof of full insurance coverage (name on insurance card).
- Certified as a Victim Advocate *highly desired*.
- Forty (40) Hour Domestic Violence certification *highly desired*.
- First Aid certification, Child CPR certification *highly desired*.
- Negative tuberculosis screen (required).
- Must pass criminal background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to

successfully perform the essential functions of this job or that an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The Child/Youth Advocate's work location is at the **Bell Gardens, CA** office and occasionally at the **Monrovia, CA** office with weekly travel throughout the region; the location has moderate noise levels and is a non-smoking environment.
- The majority of the job duties are performed both on-site; employee must climb up one flight of stairs and must occasionally lift and/or move up to 25 pounds.

**Human Services Association is an Equal Opportunity Employer and is committed to complying with all applicable laws providing equal employment opportunities. In addition, we complete criminal background checks via Live Scan method (fingerprinting) on all new hire employees.**