

# Safe Harbors of the Finger Lakes

*Advocate. Educate. Support.*

**Our mission** is to provide reliable information, support, referrals, and advocacy for individuals, children, families, and communities impacted by sexual and interpersonal violence. We offer our services throughout Ontario, Seneca, and Yates Counties at no charge.

**Our vision** is for our communities to overcome the stigma and burdens of sexual and interpersonal violence; and to be safe and secure from these harmful acts and crimes.

## Child Advocacy Specialist

Safe Harbors of the Finger Lakes, Inc. staff are a passionate, dedicated team of professionals who strive every day to impact the communities we serve in a positive way. We maintain an unwavering commitment to ending interpersonal violence in our communities through comprehensive support and expert educational services.

### JOB SUMMARY

The role of the Child Advocacy Specialist is to provide Child Advocacy Center-based crisis support to child victims of abuse and their non-offending caregivers. The advocate will work in collaboration with partner agencies to reduce trauma to children and their families. This is a off site, co-located position at the Child Advocacy Center of the Finger Lakes.

### QUALIFICATIONS

- ◆ Associates degree in human services, criminal justice, sociology or related field.
- ◆ Minimum of two (2) years experience working with children and families where abuse and violence has been identified OR 3-5 years experience working with children and families.
- ◆ Commitment to the mission of Safe Harbors and the Child Advocacy Center of the Finger Lakes.
- ◆ Ability to work independently, with good organizational skills
- ◆ Ability to foster a cooperative, collaborative work environment.
- ◆ Ability to plan, develop and implement short and long range goals.
- ◆ Ability to maintain emotional stability under duress.
- ◆ Excellent communication skills, including public speaking ability.
- ◆ Comfort dealing with and talking about sensitive issues.

### WORK SCHEDULE and COMPENSATION

40 hours per week, Generally M-F 8:00am—4:30pm with variations based on clients needs, Including some evening and weekend hours.

\$18 hourly plus a generous benefits package including health and dental insurance, paid time off, and 401(3)b retirement plan.

### HOW TO APPLY

**You must submit both cover letter and resume  
by email to be considered for the position.**

Email: [mgilbert@shflny.org](mailto:mgilbert@shflny.org)

*Safe Harbors of the Finger Lakes, Inc. is an Equal Opportunity Employer*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### INTAKE AND SUPPORT

- ◆ Provide on-site crisis intervention, support, and advocacy to potential child victims and their non-offending caregivers in Ontario, Seneca, and Yates Counties.
- ◆ Support and advocate for needs of alleged child victims and their non-offending caregivers, and answer questions regarding locally and regionally available resources.
- ◆ Assess needs, provide referrals, and facilitate connections with other community support services.
- ◆ Offer ongoing follow-up and support as needed, make appropriate referrals for services, and collaborate with multidisciplinary team members, including but not limited to: Child Protective Services, Law Enforcement, the District Attorney's Office, the County Attorney's Office, Other Victim Service Agencies, Mental Health Professionals, and Medical Professionals.
- ◆ Inform victim of their eligibility with the Office of Victim Services and complete applications as appropriate.
- ◆ Make mandated child abuse reports to local law enforcement and/or State Central Registry as appropriate.
- ◆ Assist with orders of protection, custody petitions, and family court in support of the child.

### EDUCATION AND COLLABORATION

- ◆ Outreach to community programs to schedule and provide information about Safe Harbors of the Finger Lakes and Child Advocacy Center of the Finger Lakes services.
- ◆ Attend Child Abuse Review Team meetings in all three counties.
- ◆ Maintain professional collaborations and provide consultation and training to community agencies.
- ◆ Engage in agency awareness events for CAC and SHFL.
- ◆ Participate in monthly continued education through webinars, trainings and reading materials to stay up to date on laws, programing and resources.

### REPORTS AND STATISTICS

- ◆ Maintain complete, accurate records on all clientele and presentations.
- ◆ Complete daily & monthly reporting information in a timely manner for CAC and SHFL.

### OTHER DUTIES AS ASSIGNED

- ◆ Follow agency confidentiality and other program policies for the CAC and SHFL.
- ◆ Attend monthly staff meetings and other agency meetings at CAC and SHFL as requested by supervisor.
- ◆ Must be available for on call hotline backup support for approximately four weeks per year, and occasional holiday hotline coverage.
- ◆ Complete all functions in an ethically and culturally competent manner.

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of the Finger Lakes •

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