



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Child Advocate Specialist  
Department: Juvenile  
FLSA Status: Non-Exempt  
Job Code: 2445  
WC Code: 8832  
Effective Date: January 1, 1991  
Last Revised: May 19, 2010  
Pay Grade: A16  
Union: AFSCME

#### SUMMARY

Coordinates, plans and directs the activities of the Court Appointed Special Advocate (CASA) program or the Children's Advocacy Center (CAC) program; does related work as required. Work is performed under the general supervision of the Juvenile Division Director who reviews work primarily on the basis of results attained and for compliance with legal processes and regulations. Direction for the CAC program is also provided by the District Attorney. Although supervision is not normally a responsibility of positions in this classification the Child Advocate Specialist assigned to CASA is responsible for the recruitment, screening and training of volunteers for the CASA program.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

#### Child Advocate – CASA:

1. Recruits, screens and trains volunteers for the Court Appointed Special Advocate (CASA) program who serve as advocates for children involved in allegations of physical and sexual abuse and neglect.
2. Oversees and monitors the work of CASA volunteers; provides technical assistance to and problem solves with CASA volunteers in such areas as investigations, referrals, evaluations, court report writing and court room presentations.
3. Conducts a 30 hour CASA training, utilizing National CASA Standards, every six months.
4. Is appointed as initial CASA on every juvenile court case; reviews discovery, prioritizes and assigns cases to CASA volunteers.
5. Monitors progress of steering committee plans.

6. Maintains regular contact with CASA volunteers with the focus on volunteer retention.
7. Plans and coordinates monthly CASA volunteer meetings, including cross training with other agencies.
8. Participates in state CASA quarterly network meetings.
9. Assists in the preparation of grant proposals to promote the program and promote CASA volunteer recruitment and volunteer retention.
10. Maintains appropriate records and prepares reports related to program activities. Reports data to the Commission on Children & Families on a quarterly basis.
11. Makes presentations to various community groups to promote the program and / or recruit volunteers.
12. Performs other related duties as assigned.

#### Child Advocate – CAC:

1. Conducts child forensic interviews for law enforcement.
2. Makes presentations to various community groups to promote awareness of child abuse and neglect.
3. Provides education and support to child victims and their families involved in allegations of physical/sexual abuse through the Criminal Court.
4. Prepares child for various steps in the judicial process, including initial contact with law enforcement and children's services personnel and accompanying to grand jury, trial and sentencing.
5. Participates in state CAC network meetings and schedules multidisciplinary team members for training.
6. Schedules case reviews and acts as coordinator of the Multi-Disciplinary Team meetings. Coordinates and attends multi-disciplinary team review (MDT) of child abuse cases to address issues to time, investigation, prosecution, competency, victim needs, procedures and protocols.
7. Assists in the preparation of CAMI grant proposals and administers grants to promote the program.
8. Maintains appropriate records and prepares reports related to program activities. Reports data to Department of Justice.
9. Scheduling for forensic interviews and grand jury.
10. Prepares and distributes discovery of evidence.
11. Maintains security of all tapes and DVD records of victim interviews.
12. Maintain updated MDT protocols and procedures in accordance with legislative changes.
13. Performs other related duties as assigned.

#### SUPERVISORY RESPONSIBILITIES

This position does not have supervisory duties, but may recruit, screen, train, oversee and monitor volunteers of the CASA program.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Incumbents must possess knowledge of the juvenile justice system, court procedures, child abuse and neglect; must have the ability to communicate effectively both verbally and in writing; prepare grant proposals; coordinate interagency programs and objects; remain calm and work successfully with individuals in crisis and emotional situations; prioritize

tasks; recruit, train, oversee and monitor the work of volunteers; establish and maintain effective working relationships with a variety of agencies involved in child abuse cases, the court system, community groups and the general public.

#### EDUCATION AND EXPERIENCE

Bachelor's degree in psychology, criminology, sociology or closely related field; and one year of progressively responsible experience working with the court system, juveniles and/or victims, preferably in child victim advocacy; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

#### TYPICAL PROBLEMS ENCOUNTERED

The problems encountered generally revolve around the need for additional volunteers; working with the volunteers to ensure that they are not "overstepping their bounds"; are not being too aggressive, assertive or passive; are being objective; and are complying with program policies and procedures, as well as legal constraints. Additional problems revolve around highly emotional families given child victimization issues from initial forensic interview through court process.

#### JOB IMPACT

Consequences of error could include exposure to litigation and public embarrassment due to inappropriate handling of a court case and/or returning a child home to a dangerous environment or unstable/unsanitary conditions due to mishandling of a child's case. Errors in reporting and budgeting for grant purposes could result in a loss of funding.

#### JOB CONTACTS

This position requires working closely with various agencies involved in child abuse cases, the court system, volunteers, community groups and with children who are victims of physical/sexual abuse and neglect and their families.

#### LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing; maintain composure and work effectively with individuals in crisis and emotional situations; work effectively with juvenile offenders and their families, law enforcement personnel, social service agencies, and the general public; comprehend, interpret and apply law, rules and regulations; exercise good judgment and common sense in the application of established policies and procedures; maintain records and prepare accurate reports.

#### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### REASONING ABILITIES

Ability to make recommendations/decisions regarding the disposition of cases and/or whether or not a juvenile should remain at home and what steps need to be taken to insure successful functioning at home in school and in the community. Responding to these problems might require referring to department policies and procedures, applicable federal and state laws, training and experience.

#### OTHER SKILLS AND ABILITIES

Ability to speak and make public presentations, write and present educational materials to groups. Must possess computer literacy.

#### CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's License; safe driving record.

#### BACKGROUND INVESTIGATION

Those employed in this position are subject to drug testing and background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

#### WORK ENVIRONMENT

This position requires dealing with the frustrations of the victims and their families, the slowness of the judicial system and the possibility of hostile parents or defendants. The position is impacted by the requirement to meet deadlines established by the courts and grants; the need to make quick decisions under pressure in dealing with volunteer

problems and frantic victims; the need for accuracy and attention to detail in the preparation of court documents; and uncontrollable interruptions.

#### PHYSICAL REQUIREMENTS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 25 lbs</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Speech, Vision & Hearing

<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe:
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

### Exposure - Environmental Factors

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>