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101 East Edwardsville Road

Wood River, IL 62095

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[www.madco-cac.org](http://www.madco-cac.org)

## JOB POSTING

Position: Case Manager/Advocate, Child Advocacy Center

Duties and Responsibilities: See Attached Description

Location: Madison County Child Advocacy Center, 101 E. Edwardsville Road, Wood River, IL 62095

Education/Experience: See Attached Description

Hours of Work: 40 hours per week

Closing Date: July 28, 2017

Qualified candidates may send resumes by fax: 618-296-5380, email: [childadvocacy@co.madison.il.us](mailto:childadvocacy@co.madison.il.us), or by US mail at Madison County Child Advocacy Center, 101 E. Edwardsville Road, Wood River, IL 62095

Madison County Child Advocacy Center is an equal opportunity employer.



The Madison County Child Advocacy Center's mission is to provide a professional and child-friendly environment to assist in the investigation of allegations of child abuse, provide access to services and treatment for victims and their families and raise awareness within the community.

The Madison County Child Advocacy Center (CAC) provides professional intervention and supportive services to fight child abuse. Most importantly, the CAC provides a safe haven for children to talk about the physical or sexual abuse they may have experienced and to help in limiting the number of times a child has to be interviewed. The CAC is an accredited member of the National Children's Alliance and is designed to make children as comfortable as possible. Children and families find a comfortable, positive atmosphere, where they are supported by a multidisciplinary team of professionals.

## **CASE MANAGER**

### **POSITION OVERVIEW**

Case Manager opening is a full time position working out of office in Wood River, Illinois.

The Case Manager functions in a multi-disciplinary team to provide a professional and child friendly environment to assist in the investigation of child sexual abuse and serious physical abuse. Provides assessment; education to children and non-offending caretakers; connection to resources; and short term crisis intervention. Provides ongoing support to families until case and/or court disposition.

Duties include: Welcomes children and families to the Center when they arrive for CAC interview; Ensures completion of all consents and releases and explains the CAC model, procedure and interview process; Collects family history, demographic information and provides direct and individualized child and family assessments of non-offending caretakers and child victims pertinent to the abuse investigations and needed services; Provides relevant information to members of multi-disciplinary team in all staffings and ongoing follow up; Provides education to non-offending caretakers about the nature of child abuse and the court process; works in conjunction with the Victim Witness Advocate Program through the State's Attorney's Office when appropriate; Assists families with crisis intervention and connection to resources. Provides referrals to community resources and applicable coordination with service providers. Provides ongoing follow-up with families according to CAC policies; Participates and satisfactorily

completes all required training for the case manager role; Completes reports within recommended time; maintains case files and related documents according to CAC policies; Follows the CAC protocol for a coordinated response to child sexual abuse and severe physical abuse; Testifies in court or DCFS administrative hearings upon request; Represents the CAC in providing education to community groups upon the request of the CAC Executive Director; Performs other duties as required or assigned which are reasonably within the scope of the duties listed above.

## **QUALIFICATIONS**

### **Minimum Qualifications:**

- **Education:** Bachelor's degree in human services or similar field (social work, criminal justice, public administration or counseling) related to the mission of the CAC
- **Experience:** Two (2) years related experience in providing services for children and families.
- **Other skills & knowledge:** A valid Illinois Driver's License is required. Madison County residency required.

## **APPLICATION INFORMATION**

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