

# Meadowlark House Child Advocacy Center

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Meadowlark House provides a multidisciplinary approach to child abuse and neglect with a special emphasis on child sexual abuse. This approach is based on an agreement between the offices of the County Attorneys, Kansas Department for Children and Families (DCF), mental health centers, multiple law enforcement jurisdictions, school professionals, and area medical professionals. Meadowlark House integrates the various approaches of these agencies' services in order to provide a comprehensive response that best meets the needs of child abuse victims and their families or care providers while also preventing duplication of agency efforts. The Meadowlark House serves Ford, Clark, Comanche, Edwards, Gray, Hodgeman, Meade, and Kiowa counties.

Interviews at Meadowlark House are available for victims and witnesses of sexual abuse who are two and a half years of age and older. Select cases involving serious physical abuse, other forms of abuse and neglect, or involving other crimes are evaluated on a case-by-case basis.

Meadowlark House promotes and facilitates community awareness, prevention and education on child abuse with special emphasis on child sexual abuse.

## Job Description – Rural Outreach Advocate

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**JOB TITLE:** Rural Outreach Advocate  
**REPORTS TO:** Meadowlark House Coordinator  
**STATUS:** Full or Part-Time/non-exempt

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### **PURPOSE:**

To provide the highest quality advocacy services to the child abuse victims and their non-offending caregivers who live in the Hodgeman, Edwards, Meade, Gray, Clark, Comanche and Kiowa Counties as well as other courtesy interviews for the Meadowlark House Child Advocacy Center (MHCAC). To administer and coordinate community awareness and outreach efforts in all counties served by the Meadowlark House.

### **REQUIRED QUALIFICATIONS:**

Good advocacy skills, planning and organizational skills, oral and written communication skills, time management, and presentation skills. Experience working with children of all ages. An ability to work with a variety of people, especially those of different races, cultures, and socio-economic backgrounds. An ability to represent the agency in a positive and professional manner in the community. Associate's degree in related field and/or proven experience required. Travel is required so a reliable vehicle is necessary.

No criminal convictions of child abuse, violent crimes or dishonesty.

**PREFERRED QUALIFICATIONS:**

An understanding of child development needs and issues. Knowledge of sexual and domestic violence. Bilingual English/Spanish.

**RESPONSIBILITIES:** (Included but not limited to the following)

- Be the first person the family meets at an interview. Establish relationships with kids, caregivers.
- Provide follow-up support for all children and their caregivers on your case load.
- Provide families with safety planning, crisis assessment and intervention.
- Provide assistance with crime victims' compensation.
- Provide for court advocacy.
- Participate fully with the Meadowlark Multidisciplinary Team.
- Provide referrals for mental health and medical services, as needed.
- Assist in procuring concrete services for families, including but not limited to housing, food, short-term shelter, job skills, etc.
- Provide data collection and statistical information on use of the MHCAC.
- Promote the MHCAC within the community.
- Schedule public presentations, community health fairs, etc.
- Provide community awareness of MHCAC and child abuse through presentations to local civic, religious, and other community groups.
- Assist CAC Coordinator and the Meadowlark Multidisciplinary Team (MDT) in reviewing the MHCAC guidelines and procedures.
- Keep the CAC Coordinator informed of policy problems as they arise.
- Assure a clean, professional, safe, comfortable, non-threatening environment at MHCAC.
- Attend monthly MDT meetings and facilitate MDT case review for rural children and families.
- Attend quarterly KS Chapter of CAC meetings.
- Attend trainings throughout Kansas and out of State to continue building advocacy skills and understanding how to best serve victims/survivors.
- Participate in monthly peer review.
- Make at least yearly visits to each county served by the MHCAC.

\*Position requires limited overnight travel for training events.

Employee is expected work 20 hours per week. Schedule is semi-flexible during normal working hours. Occasional weekend or evening events/presentations may be required. Position offers no benefits.

To apply send resume and cover letter to meadowlarkhousecoordinator@gmail.com.