



The GreenHouse Child Advocacy & Sexual Assault Center
www.greenhousecacacsac.org

Position Title: Victim Services Coordinator

Description: Victim Services Coordinators will be responsible for providing advocacy and/or forensic interviews to victims of child abuse and/or sexual assault while providing clinical supervision to mental health professionals.

This position is full-time, includes an insurance stipend, and reports directly to the Executive Director of The GreenHouse CAC/SAC.

Qualifications: A master's degree in social work or related field; current State of Georgia licensure as a LCSW required. Eligible for or have completed clinical supervision training in the State of Georgia and able to provide proof of clinical supervision training completion.

Upon hire, the candidate is expected to complete a 40-hour nationally recognized forensic interview training course as well as a nationally recognized course in victim advocacy.

Detailed job duties:

- Schedule forensic interviews at the request of law enforcement and/or DFCS, ensuring availability of related support staff for custodial, supportive caregivers.
- Use non-leading, research-based practices contained in a nationally recognized model for forensic interviews, collaborating with MDT partners to ensure interviews are thorough, developmentally appropriate, legally sound, and neutral.
- Provide concise, written forensic interview summaries to applicable MDT partners in a reasonable period of time.
- Serve as the oversight contact for forensic interview recording equipment, retention, and distribution to MDT members following all applicable state and federal laws.
- Attend Whitfield & Murray County MDT meetings & provide input to other team members.
- Participate in formalized, ongoing forensic interview peer review in accordance with Child Advocacy Centers of Georgia (CACGA) standards, ensuring applicable documentation is obtained and provided to the Executive Director.
- Upload case information into client-management system (Collaborate) to ensure complete accessibility by all MDT partners.
- Provide expert testimony as a forensic interviewer after a subpoena is issued.
- Demonstrate consistent adherence to ethical, professional, and legal requirements and obligations as expected in a position that routinely provides testimony in a court of law.
- Provide professional Advocacy services to victims and/or their supportive caregivers and/or partners after reports of child abuse and/or sexual assault.

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- Conduct thorough and targeted intake with victims and their custodial caregivers and/or supportive partners, ensuring accurate and timely service referrals are made and accessed.
- Provide information to victims and/or their supportive caregivers and/or partners about the criminal justice system response to reports of child abuse and/or sexual assault.
- Arrange after-care services for victims and/or their supportive caregivers using existing community partnerships and programs to avoid duplication while focusing on the accessibility of referrals.
- Deliver all services in a culturally competent manner, tailoring each client's experience to their cultural needs, preferences, and practices.
- Develop a culturally competent, inclusive annual outreach plans containing diverse activities, outcomes, and goals to promote safety, mental health, child abuse and sexual assault prevention, and building resiliency.
- Supervise mental health clinicians who deliver TF-CBT services to victims and/or their supportive caregivers and/or partners upon referral, ensuring direct service providers make adequate and marked progress towards full-licensure, documenting supervision activities and progress.
- Supervise and monitor mental health providers' documentation, focusing on accuracy, completeness, and timeliness of all mental health records.
- Provide constructive feedback, support, and continuing education opportunities for therapists that meet or exceed the standards set by CACGA and the State of Georgia Composite Board.
- Participate in Mental Health Peer Review opportunities presented by CACGA.
- Oversee the execution of specified support groups that are free, community-based, and available for survivors of child abuse and/or sexual assault.
- Work closely with the Executive Director and Board of Directors to create a clear, concise annual operations and budget proposal for the mental health program to be delivered at the Board of Directors Annual Meeting after approval by the Executive Director.
- Other duties as assigned by the Executive Director.

The GreenHouse CAC/SAC is a 501c3 and an equal opportunity employer and participates in E-Verify. Retained candidates will be required to pass a drug screen and criminal history background check. All staff members are required to meet employment requirements set by the Criminal Justice Coordinating Council. Bilingual candidates are strongly encouraged to apply.