

Job post summary

Date posted: February 23, 2026

Pay: From \$17.50 per hour

Job description:

Job Description

40 hours a week, Monday through Friday with some weekend/evening events (as needed).

Qualifications: Minimum of Bachelor's degree from an accredited college or university and two years' experience in social work, human services, or criminal justice field. Public speaking ability needed for outreach/education programs. Knowledge of child abuse victimization dynamics. Must have own transportation to travel throughout our 7-county area. Criminal record check. Will accept resumes through March 3rd 2026 via email to samantha.sigler@cacgrd.org

Responsibilities:

- **Respond to crisis situations to provide support, advocacy and referral to victims.**
- **Provide service coordination and referral assistance to appropriate agencies of social services, law enforcement, other victim advocates, prosecution, medical treatment and counseling.**
- **Provide assistance with accessing emergency funds and any Victim compensation that victims may be eligible for.**
- **Court Accompaniment and court preparation.**
- **Participate as a liaison between the child with their families and law enforcement/social services.**
- **Develops and implements community awareness programs and in-service trainings.**
- **Disseminates information to community groups, referral agencies, and clients regarding the program and its focus.**
- **Organize community resources to assist with building of services.**

- Collaborates with other agencies and professional groups to act as an education resource for the community.
- Works with and supports CAC involvement with Multidisciplinary Teams and Multidisciplinary Team Enhancement Program throughout the 7 counties we serve.
- Completes all record keeping and compiles statistical information.
- Documents all client contacts maintains files in the database.
- Assists with data entry, information collection, filing and scheduling.
- Other duties as assigned by the Executive Director.

Job Types: Full-time, Part-time

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Retirement plan

Application Question(s):

- Willing to commit to all required state and federal background checks prior to starting.

Education:

- Bachelor's (Required)

Experience:

- human services or criminal justice field: 2 years (Required)

License/Certification:

- Driver's License (Required)

Work Location: In person