



**Job Title:** Victim Advocate

**Organization:** AWAKE Children's Advocacy Center

**Location:** Bryson City, NC (serving Jackson and Swain Counties)

**Employment Type:** Full-Time (Exempt)

**Reports To:** Executive Director

**Salary Range:** \$42,000–\$46,000 annually, commensurate with experience + benefits package (health insurance, retirement contributions, paid time off, professional development)

**Application Deadline:** Open until filled

**About AWAKE Children's Advocacy Center** AWAKE (Adults Working and Advocating for Kids' Empowerment) is a nonprofit Children's Advocacy Center dedicated to coordinating multidisciplinary services for child victims of abuse in Jackson and Swain Counties, North Carolina. We provide a safe, child-friendly environment where children receive forensic interviews, medical exams, advocacy, therapy, and support. Our mission is to “coordinate and advocate services for abused children” and this is completed through a coordinated response empowering families to heal. **Every child deserves a happy heart**—join us in making that a reality.

**Position Summary** The Victim Advocate plays a vital role on our multidisciplinary team (MDT), providing compassionate, trauma-informed support to child victims of abuse (physical, sexual, neglect) and their non-offending caregivers. This position ensures families feel heard, informed, and empowered throughout the investigation, intervention, and recovery process. The advocate helps minimize system-induced trauma by offering crisis intervention, safety planning, resource navigation, court preparation, and ongoing emotional support.

#### **Key Responsibilities**

- Provide immediate crisis intervention and emotional support to children and non-offending caregivers during and after forensic interviews, medical exams, and other CAC services.
- Conduct needs assessments and develop individualized safety plans and service referrals (e.g., therapy, housing, financial aid, victim compensation).
- Explain victims' rights, the child protection and criminal justice processes, and available community resources in clear, age-appropriate, and culturally sensitive language.



- Accompany families to court hearings, MDT meetings, and other proceedings as needed; prepare children and caregivers for testimony and court experiences.
- Collaborate closely with MDT partners (law enforcement, DSS, prosecutors, medical/mental health providers, schools) to ensure coordinated, victim-centered responses.
- Maintain accurate, confidential case documentation and track service outcomes in compliance with NCA standards, funding requirements, and agency policies.
- Participate in case reviews, MDT meetings, and community outreach/education efforts to raise awareness of child abuse prevention and response.
- Stay current on best practices in victim advocacy through training and professional development.

**Qualifications Required:**

- Associate's degree in social work, psychology, criminal justice, human services, or a related field (or equivalent experience).
- At least 1–2 years of experience working with trauma survivors, children/families, or in victim services (e.g., advocacy, case management, crisis intervention).
- Strong understanding of trauma-informed care, child development, and the dynamics of child abuse.
- Excellent communication skills (verbal and written) with the ability to build trust quickly with children, families, and professionals.
- Ability to work collaboratively in a multidisciplinary team environment.
- Valid driver's license and reliable transportation (some local travel required).
- Ability to pass background checks and maintain confidentiality per legal and ethical standards.

**Preferred:**

- Experience in a Children's Advocacy Center or similar setting.
- Knowledge of North Carolina child welfare system, victims' rights, and crime victim compensation processes.
- Bilingual skills (e.g., Spanish) a plus.
- Certification in victim advocacy or related training (e.g., NCA standards, crisis intervention).

**Personal Attributes**



- Empathetic, resilient, and passionate about child protection and family empowerment.
- Calm under pressure with strong boundaries to manage secondary trauma.
- Committed to equity, cultural humility, and serving diverse communities in rural Western North Carolina.

### **Why Join AWAKE?**

- Meaningful work that directly impacts children and families in our mountain communities.
- Supportive, collaborative team environment with opportunities for growth and training.
- Be part of a mission-driven nonprofit accredited/aligned with National Children's Alliance standards.
- Competitive benefits and work-life balance in beautiful Western NC.

**How to Apply** Please submit a cover letter, resume, and three professional references to: Crystal G. Jones, Executive Director Email: [CJones@awakecenter.org](mailto:CJones@awakecenter.org) Subject Line: Victim Advocate Application

AWAKE Children's Advocacy Center is an equal opportunity employer. We value diversity and encourage applications from individuals of all backgrounds. We are committed to creating a safe, inclusive workplace free from discrimination.

For questions, contact us at 828-586-3574 ext 101 or visit [www.awakecenter.org](http://www.awakecenter.org).



## JOIN OUR TEAM

### Victim Advocate

Make a Difference in the Life of a Child

#### **AWAKE Children's Advocacy Center**

Adults Working and Advocating for Kid's Empowerment

Bryson City, North Carolina – Serving Jackson & Swain Counties

**AWAKE's Mission is to “coordinate and advocate services for abused children”**

Full Time - Exempt	Salary: \$42,000-\$46,000 + Benefits
Trauma-Informed Advocacy Role	Open Until Filled

Be the steady, compassionate presence for children and families navigating some of life's most difficult moments. As a Victim Advocate, you will help reduce trauma, provide guidance, and ensure no child faces the system alone.

### Why Join Us?

Meaningful, mission-driven work

Supportive multidisciplinary team

Professional growth & training opportunities

Beautiful Western North Carolina Community

### Apply Today

Crystal G. Jones, Executive Director

[Cjones@awakecenter.org](mailto:Cjones@awakecenter.org)

Subject: Victim Advocate Application