



# Administrative Office of the Courts

## CAREER OPPORTUNITY

PART TIME, GRANT-FUNDED

Posting Date: January 15, 2025

Closing Date: Open Until Filled

**POSITION TITLE:** Contractor Victim Advocate  
**ANNUAL SALARY:** \$18 per hour

**DEPARTMENT:** Children's Justice Center  
**LOCATION:** Children's Advocacy Center  
2806 N Armenia Ave, Suite 500  
Tampa, FL. 33607

**NOTE:** This grant funded position may be limited in duration. The selected Contractor will work approximately 15-20 hours per week.

**SUMMARY:** The Contactor will provide advocacy for children and families throughout all phases of a child sexual abuse investigation. The Children's Advocacy Center provides services focused on intake, crisis intervention, referrals, follow up and phone contact. The Contractor will assist in the intake process, conduct an assessment of intake information, design specialized safety plans, make referrals for appropriate services, assist with crisis intervention and follow up contacts with the victim. The Contractor will perform clerical activities that include answering phones, data entry, case management functions, participation in team meetings and in-services trainings that enhance the delivery of services to the children and families.

**MINIMUM QUALIFICATIONS:**

- **EDUCATION:** Bachelor's degree in public or business administration, criminal justice, psychology, sociology or a closely social science related field **or** activity pursuing a bachelor's degree in the above-mentioned fields. Preferred: English/Spanish bilingual.

**ESSENTIAL DUTIES:**

- Provide advocacy for children and families throughout all phases of a child sexual abuse investigations, focused on crisis intervention, referrals, follow up and telephone contact.
- Coordinate services and the flow of information and resources to child victims and their families and relay information in team case review meetings.
- Assist in the creation of statistical reports, case management reports, Florida Network of Children's Advocacy Centers (FNCAC) grant generated reports, etc.
- Assist in the development and maintenance of a resource directory that will assist child victims and their families.
- Assist in the intake process which includes answering phones, collection of data, scheduling of forensic interviews, closed circuit testimony and depositions.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to conduct research and compose reports.
- Ability to communicate clearly, concisely, and logically.
- Ability to deal tactfully with others.
- Ability to use a personal computer and word processing applications such as Word, Excel, and Access.
- Ability to use discretion when handling confidential information.
- Ability to work with families in crisis from diverse backgrounds.
- Incumbent must be professional in all regards.

**TO APPLY:** Submit 1) cover letter, 2) resume, 3) current [State of Florida Application and Addendum](#) (located only at [www.fljud13.org](http://www.fljud13.org)) in (1) PDF file via email to [recruiting@fljud13.org](mailto:recruiting@fljud13.org). **APPLICATION PACKETS MUST INCLUDE THE 3 REQUIREMENTS ABOVE TO BE SCREENED FOR POTENTIAL INTERVIEW.**

**NOTICE:** Please note that future vacancies in this same classification may be filled as a result of this recruitment. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Requests for ADA accommodation to participate in the application/selection process should be directed to (813) 272-6330.