



## Denver Children's Advocacy Center

### JOB DESCRIPTION

**Title:** Intake and Data Specialist  
**Reports To:** Program Director  
**Status:** Full Time - Exempt

The mission of Denver Children's Advocacy Center is to prevent abuse, strengthen families and restore childhood. DCAC serves children who have been sexually abused, neglected, or traumatized by witnessing violence. We are one of 17 child advocacy centers in Colorado providing friendly, family- supportive services in one central location, or close by. Our goal is to ensure that every child in Denver and neighboring counties who has been traumatized by sexual abuse, or by witnessing homicide or domestic violence receives immediate, compassionate, and effective investigation, assessment and, if needed, mental health treatment. DCAC never charges families for its services and we never place time limits on healing. We are committed to the ongoing work of providing quality and culturally-responsive services to children and families of all backgrounds and identities.

### General Responsibilities

It is the responsibility of all DCAC employees to support DCAC's mission and goals, to respect the confidentiality of all who come to us for assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly, empowering each other to excel at our work and to dedicate ourselves to inclusivity.

### Summary of Position

This position is full time (40 hours per week, Monday through Friday) and is located in the office at 2149 Federal Boulevard. This job description should not be construed to imply that the requirements listed are the exclusive standards of the position. The Program Director reserves the right to assign or delegate other tasks, as necessary.

### Duties and Responsibilities

#### Intake

- Conduct and manage initial intakes and orientations for the Assessment & Treatment program

- Review intakes with the Program Director
- Provide support, orientation and information about DCAC services to child victims of crime and to non-offending family members
- Provide client with appropriate referrals to partner organizations in order to meet the family's needs
- Provide information to non-offending family members about their rights as victims of crime, including victim compensation assistance and other community resources
- Ensures services for victims are met through working partnerships with system victim advocates (i.e., Police and District Attorney Victim Advocates)
- Promote stable and cooperative working relationships between all multidisciplinary team members and partner agencies

### **Data**

- Assist with case tracking, reports and statistics for DCAC's programs
- Compile data for scheduled or special reports, maintain databases and spreadsheets to track information and perform data queries and generate reports
- Respond to data-related queries
- Set up processes to make data systems more efficient
- Analyze and interpret trends from the data to add organizational value
- Work with team members to assure accuracy and integrity of data being collected

### **Competency**

To perform the outlined duties and responsibilities successfully, the person in this position should demonstrate the following competencies:

- Demonstrates integrity and professionalism managing confidential material and sensitive situations
- Identifies and analyzes needs and applies resources effectively to meet those needs
- Adapts strategy to changing conditions and communicates changes effectively
- Speaks clearly and effectively in positive or negative situations
- Demonstrates respect and sensitivity for cultural differences
- Demonstrates ability to effectively balance task-oriented and process-oriented duties
- Manages competing demands and demonstrates persistence in meeting difficult challenges
- Able to efficiently organize, manage multiple responsibilities, and be detail-oriented
- Willingness to take initiative, high level of self-motivation, and ease working independently or as part of a team
- Able to independently use a computer for word documents, spreadsheets, presentations, email, internet research, data entry and data management

### **Qualifications**

The requirements listed below are representative of the knowledge, skill and/or ability required to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in Social Work, Sociology, Psychology, Criminal Justice, or other social science field, plus one-year post-degree experience in crime victim services
- Written and oral Spanish language skills (required)
- Experience working with children and/or families in crisis preferred
- Dedication to working with diverse populations
- Ability to tolerate numerous interruptions throughout the day
- Must pass background check

**Benefits**

Salary based on experience and qualifications (Salary range: \$54,000-64,000 annually). Denver Children's Advocacy Center offers an excellent compensation package with full benefits which include medical, dental, and vision insurance, as well as a retirement plan option.

**Denver Children's Advocacy Center is an equal opportunity employer and seeks a diverse applicant pool.**

To apply for this position, please email your resume and cover letter to Cathy Hay at [Cathy@denvercac.org](mailto:Cathy@denvercac.org)