

**VICTIM CHILD ADVOCATE MANAGER**  
**Guardian ad Litem**

The 2<sup>nd</sup> Circuit is currently seeking a full-time Victim Child Advocate Manager to fill a Grant Funded vacancy. The grant is funded through September 30, 2022.

The monthly salary is \$ 2,943.33 and benefits include health insurance.

The successful candidate must possess the following education and experience requirements:

Current Florida driver's license. Bachelor's degree from an accredited four year college or university with a major in sociology, social work, psychology, child development, education, communications, or a related social science, and two years of experience in a program of social service, counseling, teaching, or supervising volunteers.

Please send resume via email to [Laurie.Williams@gal.fl.gov](mailto:Laurie.Williams@gal.fl.gov). Deadline is Friday, March 11, 2022 @ 5:00 pm. EOE

**Victim Child Advocate Manager Responsibilities include:**

Supervise victim advocate volunteers assigned to cases and provide consultation throughout cases as well as any other assistance needed to assist the victim advocate volunteers while they are working with a crime victim.

Discuss with the child/family any hearing related to the case and attend hearings so current information as to what has happened can be relayed to the crime victim and family if they are not present and assist victim child team members to represent the child's best interest. The Victim Child Advocate Manager and the victim advocate volunteers will accompany the victim child during this process and provides information to the family.

Maintains current information relating to all activities, recommendations and results to each crime victim and family and ensure documentation is made in program file and record.

Attend and participate in any internal and external staffings, court hearings, school meetings, depositions and any other meetings related to the case. Address any identified needs with other parties, collateral contacts and local agencies to ensure each crime victim's needs are met.