

RESOLUTION NO. 2025 - 45
PROSECUTOR'S OFFICE

Budget Adjustment – Establishment of New Family Advocate position for LBFJC - CAC Grant

WHEREAS, the Bonner County Board of Commissioners recognizes the importance of supporting vulnerable children and families through the services provided at the LillyBrooke Family Justice Center (LBFJC); and

WHEREAS, the State of Idaho has awarded a Child Advocacy Center (CAC) Grant in the amount of \$77,916.75 for the first quarter of the grant cycle to support eligible services and program operations at LBFJC; and

WHEREAS, the purpose of the grant is to enhance LBFJC's ability to provide critical services to child abuse victims and their families by funding key personnel to provide advocacy, coordination, and support through the multidisciplinary response; and

WHEREAS, Bonner County Prosecutors Office recommends the establishment of a new **Family Advocate** position, with an annual salary and benefits cost of approximately **\$70,621.00**, to be **fully funded by the CAC grant**; and

WHEREAS, the Family Advocate will serve as a primary point of support for families navigating the child advocacy process, ensuring trauma-informed, coordinated, and compassionate services.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Bonner County, State of Idaho, that:

1. A new **Family Advocate** position is hereby established within the Bonner County Prosecutors Office / LBFJC effective 7/29/2025
2. The position shall be **fully funded by the CAC grant** in the amount of \$70,621.00;
3. No county general funds shall be used for this position unless further authorized by the Board;
4. The Board directs Human Resources and Bonner County Prosecutor / LBFJC to proceed with recruitment and hiring in accordance with county procedures; and
5. This resolution shall take effect immediately upon its adoption.

Adopted as a Resolution of the Board of Commissioners of Bonner County, Idaho on the 29th day of July, 2025.

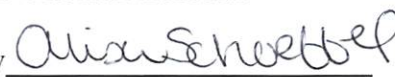
BOARD OF BONNER COUNTY COMMISSIONERS


Asia Williams, Chairman


Ron Korn, Commissioner


Brian Domke, Commissioner

ATTEST: Michael Rosedale

By 
Deputy Clerk

Idaho Council ON Domestic Violence AND Victim Assistance

450 W. State Street, 5th Floor Boise, ID 83702 | 208.332.1540 | info@icdv.idaho.gov

June 16, 2025

Alison Fox
LillyBrooke Family Justice Center
227 South First Avenue
Sandpoint, ID 83864
Via Email to: alison.fox@bonnercoid.gov

RE: FY2025 State CAC Award Notification

Dear Ms. Fox:

We are pleased to inform you that LillyBrooke Family Justice Center has been awarded \$77,916.75 in State CAC funds for the remaining part of federal fiscal year 2025 (July – September 2025). Please remember that \$9,288 in VOCA will be de-obligated from your initial award, bringing your new amended award total to \$166,258.75.

VOCA: \$65,017.00
FVPSA: \$23,325.00
State CAC: \$77,916.75

Please note that these funds will be available starting July 1, 2025. Your Grant Manager will adjust your budget in AmpliFund to reflect these new funds as soon as your amendment is fully executed. The amendment will come directly from the Department of Health and Welfare, and should be signed and returned to them promptly.

We are pleased to be able to continue to support your important work with Idaho victims and to make the best use of all available funds.

Sincerely,



Amy Duque
Program Administration Manager

cc: Dana Wiemiller, Erin Vlamis



Bonner County Job Description

Job Title: Family Advocate

Department: Prosecutor

Supervisor: CAC Director, Investigations and Victim Services

Supervision Exercised: None

Exempt Status: Non-Exempt / Full-Time / Hourly

Location: Prosecutors Office / LillyBrooke Family Justice Center

Benefits Eligibility Status: Eligible

BOCC Approved:

General Summary:

The Family Advocate serves as a primary point of contact for child victims of abuse and their non-offending caregivers involved in investigations and services facilitated by the Child Advocacy Center (CAC). The Advocate provides crisis intervention, emotional support, education on the investigative and legal process, resource referrals, and ongoing case management to ensure families feel supported and informed throughout their involvement with the multidisciplinary team (MDT). Works with department personnel, prosecutors, courts, community businesses, organizations, and others to provide a variety of services to victims. This role also includes administrative support such as data entry, maintaining accurate service documentation, and assisting with scheduling interviews and appointments to support the daily operations of the CAC.

This is a full-time position for 40 hours per week. On-call work is required sometimes causing hours to increase.

Essential Functions:

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any order of priority and may be amended or added to by the County at any time:

1. Greet and support children and families during their visit to the CAC.
2. Provide trauma-informed crisis intervention and emotional support to non-offending caregivers and child victims.
3. Educate families about the investigation, prosecution, and treatment process in a developmentally appropriate and culturally sensitive manner.
4. Assist families in accessing appropriate mental health, medical, legal, and social services.
5. Offer updates and guidance on court proceedings, victim compensation, and community resources.

6. Maintain regular contact with families to ensure ongoing support, address emerging needs, and encourage continued service engagement.
7. Document all client interactions and services provided in the case management system in accordance with confidentiality and grant compliance standards. Maintain and update entries into Karpel -Victim Services (Prosecution management software) making sure information is kept up to date.
8. Collaborate with MDT members—including law enforcement, child protective services, prosecutors, medical professionals, and therapists—to ensure coordinated service delivery.
9. Participate in case review meetings and case tracking to support communication and case outcomes.
10. Facilitate follow-up services, transportation coordination (if needed), and support letters or documentation.
11. Conduct needs assessments and help develop individualized service plans for families.
12. Assist in outreach, education, and awareness efforts to support community understanding of child abuse prevention and CAC services.
13. Work with court personnel to ensure victim safety and comfort during criminal proceedings.
14. Assists and educates victims regarding courtroom procedure for CPO and criminal hearings.
15. Coordinate with the office manager to arrange travel and accommodations for out-of-town victims and witnesses.
16. Communicate and facilitate local businesses and hotels for lodging, sheltering and other victim needs.

Secondary Functions:

1. Support grant-related efforts by tracking service data, preparing client outcome summaries, and contributing to grant narratives or reports as requested.
2. Assist with maintaining documentation needed for audits and grant compliance.
3. Participate in community outreach, prevention education, and awareness campaigns to promote CAC services.
4. Help develop informational materials, outreach supplies, or promotional content for grant-supported initiatives.
5. Collaborate with leadership to identify service gaps and advocate for program enhancements or funding priorities.
6. Support upkeep of the CAC environment by helping maintain a clean, welcoming, and organized space for children, families, and team members.
7. Performs all other duties as assigned.

Qualifications:

- Bachelor's degree in Social Work, Psychology, Criminal Justice, Human Services, or a related field, with minimum of three years' experience in law enforcement, criminal justice, crisis intervention or relevant experience in related position.
- Experience working with children and families in crisis, preferably within a CAC or victim services environment.
- Strong understanding of trauma-informed care, child development, and the dynamics of child abuse.
- Ability to work collaboratively as part of a multidisciplinary team.
- Excellent interpersonal, communication, and organizational skills.
- Ability to maintain confidentiality and professional boundaries.
- Proficiency with computers and case management systems.
- Familiarity with grant-related processes, including data tracking, outcome reporting, and compliance with funder requirements (e.g., VOCA, state CAC grants).
- Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job.
- Ability to de-escalate potentially violent situations, assess the needs of others (physical, mental and emotional), and determine the best course of action to provide necessary assistance to victims.
- Knowledge of and ability to use basic computer (PC) functions as needed for report writing, record keeping data entry and related.
- Ability to work with victims and their families possessing a wide variety of personalities and behaviors. Ability to assess behavioral considerations and modify treatment accordingly to ensure appropriate safety and security of clients and the public.
- Ability to assess individual behavior to identify behavioral problems or inconsistencies. Ability to determine appropriate action to ensure client, advocate and public safety and security.
- Ability to maintain high levels of confidentiality as they pertain to clients or information that they hold that the incumbent may be subject to during the normal course of the job.
- Knowledge of basic math skills sufficient to count and record monetary transactions. Ability to read and comprehend rules and instructions.
- Ability to communicate effectively, both orally and in writing. Most communication is made in face-to-face settings with some written communication required for report writing and other paperwork. Advanced skill in conflict resolution and intervention techniques.
- Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
- Must possess a current valid driver's license.

Working Conditions and Physical Abilities:

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual hearing, talking, standing and routine, sedentary work; regular walking, occasional crouching, grasping, stooping, and reaching. Frequent lifting, pushing, and pulling in weights of 40 pounds. Incumbents are often subject to socially hostile environments involving high levels of tension and stress. Frequent exposure to graphic and disturbing pictures, videos, reports, and accounts of physical and sexual abuse of children and adults. May require working odd hours, long hours, and extensive driving in the local area or throughout the County.

- Office setting within a child-friendly facility.
 - May require occasional travel for court accompaniment or community outreach.
 - Some evening or weekend work may be necessary based on family needs or emergencies.
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Disclaimer: This job description is not an employment agreement or contract, and management reserves the right to modify it when necessary.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____



BONNER COUNTY PROSECUTOR

127 South First Avenue • Sandpoint, ID 83864 • Phone: (208) 263-6714

Memorandum

Prosecutor Item #1

July 22, 2025

To: Board of County Commissioners

From: Louis Marshall
Bonner County Prosecutor

Re: Establishment of New Family Advocate position for LillyBrooke Family Justice Center

LBFJC has recently been awarded a **State Child Advocacy Center (CAC) Grant** totaling **\$77,916.75** for the first quarter of the grant cycle (ending Sept. 30, 2025). These funds are designated to enhance services provided to children and families impacted by abuse and trauma.

As part of this grant, we propose creating a **Family Advocate** position to provide comprehensive support to children and non-offending family members throughout their involvement with the justice system and community services. This role is essential in helping families navigate the often complex and emotionally challenging aftermath of abuse disclosures, investigations, and court proceedings.

The proposed **salary and benefits package totals \$70,621.20 annually (\$25 per hour plus benefits)**, which will be fully covered by the grant. Additionally, **necessary equipment and start-up expenses** for the position will also be supported by the awarded funds.

This grant-funded position will significantly improve our capacity to serve families in crisis and aligns with LBFJC's mission to provide coordinated, trauma-informed support to those affected by abuse.

We respectfully request your approval to create this grant-funded position.



APPROVED



APPROVED

B. Wilson

A suggested motion would be, **Ms. Chairman based on the information before us I move for the Board to approve Resolution #25 - 45 authorizing the establishment of a new Family Advocate position for LBFJC in accordance with CAC guidelines to significantly improve LBFJC's capacity to support victims of violence in Bonner County.**

Recommendation Acceptance: ☒ yes ☐ no

Asia Williams
Commissioner Asia Williams, Chairman

Date: 7-29-2025