



The Center for the
Prevention of Child Abuse

35 Van Wagner Road
Poughkeepsie, NY 12603
Tel (845) 454-0595
Fax (845) 454-0129

thecpca.org

Position Title: Child Advocacy Center (CAC) Program Assistant

Reports to: CAC Director

FLSA Classification: Non-Exempt (35hours/week)

NATURE OF WORK

Under the supervision of the CAC Director, the Program Assistant will support the daily operation of our Child Advocacy Center. The Child Advocacy Center Assistant will work with our co-located on-site investigative team and support our Multi-Disciplinary Team in our collaborative approach to trauma-informed case coordination for child victims of severe physical abuse or sexual abuse and their families.

ESSENTIAL FUNCTIONS

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Database entry and management of CAC data; generating reports as needed.
- Generate materials for multi-disciplinary team meetings.
- Provide administrative support to CAC Director.
- Maintain neatness and cleanliness of CAC family space.
- Manage office space and coordinate stocking of office supplies.
- Assist on-site investigative team by greeting and working with families.
- Coordinate with MDT members regarding Memorandums of Understanding and articles of confidentiality.
- Maintain agency records: meeting minutes, quarterly reports, and policy and procedure manual are up to date and filed appropriately.
- Maintain evidentiary DVD/CD inventory in accordance with policies and procedures.
- Ensure coordination of evidence in accordance with applicable policies and procedures.
- Assist in organizing trainings for the co-located investigative teams as well as annual conferences.

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Our mission is to prevent child abuse in the Mid-Hudson Valley.

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EMPLOYMENT STANDARDS

- Associates degree in human services preferred, high school degree with equivalent experience may be accepted.
- Experience working with children and families in crisis preferred.
- Experience working with Dutchess Community and Family Services, Office of Children and Family Services and Law Enforcement preferred.
- Bi-lingual is a plus.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work is performed in an office environment; light physical demands; frequent use of a personal computer; some driving required for training and case related purposes.

DISTIGUISHING CHARACTERISTICS

Fluent in English, Spanish a plus. Mandated Reporter certification.

KNOWLEDGE AND SKILLS REQUIRED

Knowledge of:

- Child abuse dynamics, child protective and law enforcement investigations.
- Legal reporting mandates for professionals.
- Community resources and public health programs for appropriate referrals
- Child Development
- Child Abuse, Neglect, Maltreatment
- Case note writing and record keeping.
- Confidentiality laws and regulations

Skills in:

- Excellent communication skills - both oral and written.
- Exceptional attention to detail.
- Ability to work in a cooperative manner with diverse professional groups.
- Ability to plan, organize, and coordinate meetings with multiple stakeholders.
- Demonstrated ability to manage data - through data entry and report generation.
- Strong organizational skills required.

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