



Child Advocacy Center Coordinator

Position Description

Reports to: Executive Director

Hours: 35 hours per week (full time)

FLSA Classification: Exempt

Position Overview

The Child Advocacy Center (CAC) Coordinator will facilitate the successful functioning and daily operation of the Child Advocacy Center and Multi-Disciplinary Team (MDT). The goal of the work is to maximize team effectiveness among interagency partners who engage in joint investigations & handling of child physical abuse, sexual abuse, and neglect cases, as well as to foster an environment that is trauma-informed for child victims.

Essential Job Functions

The following functions are not intended to serve as a comprehensive list of all tasks performed by this position but represents a summary of the primary duties and responsibilities. Incumbent may be required to perform additional, position-specific duties.

- Ensure coordinated response to child abuse cases involving allegations of severe physical abuse, sexual assault, and child fatalities referred to the Child Advocacy Center.
- Facilitate investigative team meetings to ensure recording of necessary information for case tracking.
- Facilitate monthly case review with multidisciplinary team to provide investigators with a multidisciplinary perspective and communicate with the MDT.
- Make certain that any follow-up issues at the end of case review is communicated to all relevant members of the MDT to facilitate resolution.
- Ensures accurate collection and completion of case tracking data; completing all appropriate statistical and case tracking computer and paperwork.
- Ensures smooth working relationship within multi-disciplinary team and partner agencies.
- Ensures seamless operation and compliance with all pertinent contract standards and Child Advocacy Center Policy Handbook.
- Facilitate quarterly CAC systems meeting to discuss systematic issues and report on quarterly statistics.
- Co-Facilitate monthly Case Review meetings to discuss
- Responsible for maintaining a safe, comfortable, and private setting for children and their families undergoing investigations. This includes maintenance of the physical space by keeping track of equipment, repairs and any other issues that affect the safety and comfort of children, families and staff.
- Supervise victim advocacy and administrative staff to ensure effective provision of care and coordination of services for all children and families served at The CAC.



The Center for the
Prevention of Child Abuse

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- Complete grant narratives and program reports for funding sources and seek additional funding opportunities. writes re-application grant narratives and completes program reports to funding sources.
- Coordinate with MDT members regarding Memorandums of Understanding and articles of confidentiality.
- Represent The CAC in appropriate community forums.
- Provide support in organizing trainings for the co-located investigative teams as well as annual conferences.
- Maintain accreditation and regulatory standards for child advocacy center.
- Network with national, state, and local organizations related to child abuse issues to assure that The Child Advocacy Center policies, procedures and service delivery is consistent with current knowledge, research and practice standards.

Skills, Knowledge, & Abilities:

- Demonstrated track record of leadership.
- *Ability to operate a personal computer and utilize common office software programs, including Microsoft Office*
- *Ability to learn new software and input data.*
- *Excellent team player: able to build relationships and maintain positive working relationships with a variety of agency stakeholders.*
- Excellent knowledge of child abuse dynamics and its impact on children.
- Ability to work in a cooperative manner with diverse professional groups.
- Ability to plan, organize, coordinate, administer and evaluate the effectiveness of programs.
- Demonstrated ability to supervise the work of others.
- Ability to prepare budgets, operating reports and a variety of other reports relative to program activities.
- Ability to communicate effectively both orally and in writing along with facilitation skills and a collaborative management approach.
- Strong organizational skills required.
- Ability to handle stressful situations calmly and professionally.
- Good moral character
- Physical condition commensurate with the demands of the position.

Minimum Qualifications:

- A. Master's Degree in Social Work, Counseling, Psychology, or a related field and one (1) year of experience as a social worker, counselor, or similar experience involving direct public contact in providing human services
OR
- B. Bachelor's Degree in social work, psychology, counseling, criminal justice, or related field with three (3) years' experience as described in (A) above.

Additional Job Specific Training Will Be Required: The person who is hired for this position will be required to attend National Children's Alliance and NYS Office of Children & Family Services trainings which may include out-of-state travel.