



**Position Title: Child Advocacy Center (CAC) Program Assistant**  
**Reports to: CAC Coordinator**  
**FLSA Classification: Non-Exempt (35hours/week)**

### **NATURE OF WORK**

Under the supervision of the CAC Coordinator, 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.

### **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.

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





The Center for the  
Prevention of Child Abuse

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[thecpca.org](http://thecpca.org)

### **DISTINGUISHING 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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