

COORDINATOR OF CHILD ADVOCACY PROGRAM

DISTINGUISHING FEATURES OF THE CLASS: This is responsible professional work involving administration of day-to-day operation of the Child Advocacy Center Program. Responsibilities include planning, development and implementation of overall Child Advocacy Center (CAC) program goals, including coordination of diverse interagency and community resources and relationships regarding victims' services, prevention programs, education and training programs for both professionals and the public, and similar. Work involves coordination of multidisciplinary and interagency meetings and reviews, management of computer-based tracking systems and databases, grant management, public awareness programs, and management of direct professional services to child victims of abuse and non-offending families/caregivers. The incumbent acts as interagency liaison, representing the County's CAC programs on local, state and national levels. Work is performed in conjunction with the CAC Management Board, under general supervision of the Commissioner of Social Services, requiring considerable exercise of independent judgment in carrying out the details of the work. Direct supervision is provided to masters-level social work interns, support staff and volunteers. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Coordinates all program services for physically and sexually abused children and adolescents and their non-offending families and/or caregivers;
- Provides supervision and guidance to CAC Program staff, including masters-level social work interns, in the provision of direct services such as crisis intervention, counseling, support services, case follow-up, and referrals, to child victims and their non-offending families/caregivers;
- Coordinates, facilitates and chairs meetings of child abuse multidisciplinary teams, case reviews, child fatality reviews, management board meetings, and child abuse task force meetings;
- Manages Putnam County Child Fatality Review Team, including development and implementation of policies and procedures, administration of fatality reviews, data maintenance, recommendation documentation, coordination of prevention programs, and required State reports;
- Acts as liaison between investigative and law enforcement agencies such as Police and District Attorney's Office, the CAC Program, and other service providers such as Social Services, Child Advocates, etc.;
- Develops and implements appropriate policies, procedures and technologies to ensure compliance with, and adherence to, any and all state and national accreditation requirements and professional standards relative to management and tracking of child abuse cases from initial investigation through court intervention and treatment;
- Develops and implements policies and procedures for safety and confidentiality regarding medical and mental health referrals, child abuse reporting, and other protected information;

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Manages all aspects of state and federal grants, including both grant proposals and grant contracts, research, development, grant application writing and processing, grant reporting and budget requirements, etc.;

Plans, coordinates and implements professional and public education programs for such groups as law enforcement personnel, school personnel, county employees, day care providers, as well as the general public;

Plans, coordinates and implements public awareness campaigns related to child abuse prevention, including the Children's Safety Fair

Provides direct services such as crisis intervention, counseling, support services, case follow-up, and referrals, to child victims and their non-offending families/caregivers, as needed;

Represents Child Advocacy Center at local, state and national conferences, meetings and training programs;

Establishes, implements and oversees database and documentation maintenance procedures to ensure accurate records and reports to meet local, state, federal and grant contract requirements;

Develops and oversees maintenance of related materials such as informational handbooks, resource directories, etc.

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of child protective and law enforcement agencies and their roles in investigation and prosecution of child abuse cases; good knowledge of Federal, State and local laws, rules and regulations pertaining to child abuse; good knowledge of programs and services available for child abuse victims; working knowledge of grant, contract and budget development; working knowledge of personal computers; ability to obtain and evaluate data; ability to train others; ability to write clear and accurate reports and records; ability to establish and maintain cooperation with the public and other governmental and private agencies; ability to interface with the local media; ability to speak well in public; resourcefulness, courtesy; tact.

MINIMUM QUALIFICATIONS: Either

- a) Masters degree in social work, human services or related field; or
- b) Bachelors degree in social work, human services, or related field and three (3) years of human services experience; or
- c) An equivalent combination of training and experience as defined in a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.