

POSITION DESCRIPTION

POSITION: Child Advocacy Center Director
REPORTS TO: Executive Director

PURPOSE

The Project Director, under the direction of the Executive Director will manage the day-to-day operations of the victim's services programs offered at the Child Advocacy Center (CAC) in Cleveland, OH. The Project Director will work with the Consultant who is facilitating the CAC planning process, the Executive Committee and the Advisory Committee to complete the planning of the CAC and move toward implementation. The Director will develop policy, procedures, work toward the accreditation standards, and work with the multi-disciplinary team (MDT) members. Once the CAC opens, the CAC Director will oversee daily operations and staff on site ensuring coordination of services and open communication. The Program Director is responsible for the development and implementation of new programs and services of the CAC, as well as the overall daily functioning and maintenance of current service delivery and referral structure.

ESSENTIAL FUNCTIONS

- Administer and provide programming management.
- Develops and maintains professional relationships with MDT members to promote effective coordination of cases across the continuum of services.
- Work with agencies and service providers to facilitate case referrals, coordination, and information sharing.
- Assist with scheduling forensic interviews and medical examinations between victim and partner professionals.
- Oversee referrals of child victims and their non-offending caregivers to appropriate community agencies such as crisis intervention; legal advocacy; counseling agencies for medical, mental, physical, social and educational needs.
- Facilitate case review with the CAC's Multidisciplinary Team on a bi-monthly basis.
- Oversee maintenance of case records, case tracking; and provides assistance with appropriate documentation.
- Responsible for grant reports, compliance, and outcomes
- Work closely with children services agencies, law enforcement agencies, mental health professionals, victim advocates, medical professionals, and prosecutors.
- Prepare invoices to the Office of the Attorney General (or other funding source) for reimbursement of the costs of forensic medical examinations every other month.
- Assist with prevention/education curriculum development and presentations.
- Identify opportunities for and participates in performance improvement activities related to both service coordination and organization wide initiatives.
- Attend and actively participate in committees as appropriate for service coordination.
- Demonstrate competent professional practice and engages in opportunities for professional growth.

- Performs related duties as required.

EDUCATION, EXPERIENCE AND COMPETENCIES

- Minimum of Master's Degree in Social Work and licensure, Medical or related field.
- Minimum five years of experience in working with children and families
- Working knowledge, experience, and expertise in child sexual abuse, physical abuse and family violence.
- Experience working with culturally diverse populations
- Demonstrated Excellence in leadership skills
- Successful completion of a background check.
- Excellent interpersonal, time management, problem solving and organizational skills.
- Excellent written and verbal communication skills.
- Attention to detail, strong organizational, time management and problem solving skills.
- Ability to work independently, be flexible and dependable, and demonstrate initiative.
- Commitment to CAC mission and values.