

The Child Protection Center of Ross County

Job Description

POSITION TITLE: Executive Director/ Coordinator

NATURE OF WORK: The Executive Director, in conjunction with the Board of Trustees, the Child Protection Center staff and the Child Protection Center physicians, will formulate and operationalize the mission, vision, values and strategic direction of the Child Protection Center.

REPORTS TO: The CPC's executive director shall be employed by and responsible to the Board of Directors.

SALARY RANGE: Compensation based on experience and expertise.

HOURS OF SERVICE: Hours as necessary to complete the work, approximately three days per week.

DUTIES:

General Administration

Develops and maintains interagency coordination and cooperation in the case management of child sexual abuse cases referred to the clinic. Recommends policies, goals, and objectives to the Board in the formulation of such so as to achieve effective and economical operation of the agency; works to ensure the implementation of policies, goals and objectives adopted by the Board. Has chief administrative responsibility for services provided by the agency, public accountability of the agency, maintenance of program facilities, and procurement and disposition of equipment and supplies. Provides verbal and written reports as required by the Board, funding sources, and other bodies. In conjunction with the Board, carries chief staff responsibility to ensure that legal obligations of the agency are met.

Financial Management

Prepares agency budgets related to physical, financial, and human resources, and is accountable for control of these resources once approved. Directs financial operations of the agency. In conjunction with the Board, is responsible for developing financial resources, including active participation in fund raising in a manner that conforms with agency standards and is in the agency's best interests.

Personnel

Coordinates a multi-disciplinary team including medical personnel, social workers, child therapists and the Community Outreach Specialist. Provides overall control and direction of the personnel function of the agency. Hires, terminates, supervises, and directs personnel in the performance of their duties and conducts regular performance

evaluations. Maintains personnel records and carries out personnel policies as established by the Board.

Program Development and Evaluation

Develops and recommends to the Board specific, written, short and long range plans for the development of programs and services. Stays abreast of current local, state and national issues important to the development of effective programs and services. In relation to the goals and standards of the agency, evaluates the agency's services and recommends and provides input as regards program and service improvements. Oversees the development, enforcement and modifications of operational procedures.

Public Relations

Disseminates information to the community and agencies regarding the mission and activities of the Child Protection Center via public relations programs, including personal contact and written materials.

Board Relations

Maintains appropriate working relationships with the agency's Board and its committees. Reports regularly to the Board as to the agency's activities and finances. Renders technical and professional assistance to the Board and committees.

Community Relations

As success of the agency rests on developing and maintaining highly effective inter-agency programs, the executive director will maintain positive and appropriate relations with other professional and social service groups in the community. Will serve as a professional representative of the Child Protection Center in the community and to related agencies.

QUALIFICATIONS:

Master's Degree in human service field preferred. Management skills necessary to conduct the financial, personnel and administrative duties of a social service agency. Demonstrated expertise in the field of child abuse. Previous clinical experience with children desirable. Considerable knowledge of community resources and services available to children and families. Previous experience starting a new program or agency desirable. Public relations experience with the ability to negotiate partnerships among diverse institutions and individuals is extremely desirable. Excellent writing and communication skills are necessary including demonstrated grant writing skills. Desired experience in crisis intervention, child development, the criminal justice system, medical social work or related areas.

PERFORMANCE EVALUATION: the Board of Directors on an annual basis will formally evaluate the Executive Director.