



POSITION TITLE: CAC PROGRAM DIRECTOR
REPORTS TO: EXECUTIVE DIRECTOR
SUPERVISES: CAC PROGRAM STAFF
CLASSIFICATION: FULL-TIME, EXEMPT

POSITION DESCRIPTION

JOB SUMMARY: The CAC Program Director is a professional position charged with the responsibility of implementing the overall mission and policies of Judi's Place for Kids. Provides leadership and management oversight for the Child Advocacy Center (CAC). Responsible for the delivery of high-quality services. Develops strong collaborative relationships with the community, specifically, law enforcement, Commonwealth Attorney, medical community, and Child Protective Services.

ESSENTIAL FUNCTIONS:

Program Development and Administration:

- Adhere to and implement policies in compliance with National and State CAC Standards
- Stay current with local, state, and national issues of important to the development of effective programs and services, including working with National and State CAC programs through conferences and meetings.
- Prepare and monitor all statistical reports of agency programs and develop program goals.
- Review program progress and compare to goals and objectives.
- Provides clinical supervision for all service staff and assures staff are trained appropriately.
- Develops and facilitates teamwork among CAC staff to attain team goals.
- Contributes to effective functioning of assigned work and is willing to take on job assignments, including providing direct services, necessary for the work team to accomplish its goals.
- Performs other duties as assigned and delegated by supervisor.

Community Relations:

- Serves as a liaison between the CAC and the community with the purpose of increasing public awareness of the CAC program and its goals and activities.
- Develop and maintain effective relationships with other professional and social service groups in the community.
- Be available for public speaking engagements.

Board Relations:

- Report to the Board as to the program's activities
- Fulfill duties as required by the Board of Directors

Financial Management:

- In coordination with the Executive Director and Finance Director, plans and develops the CAC budget related to physical, financial, and staffing resource; and be accountable for control of these resources once approved, following internal control policies and procedures.
- Prepare and/or review necessary fiscal progress reports.

Personnel:

- Screens applicants for employment and assists Executive Director in the hiring process for additional CAC program personnel.

- Assists Executive Director with conduct probationary and annual performance evaluations for each CAC program employee.
- Supervise CAC program personnel.

Working Conditions/

Physical Demands:

While performing the essential functions of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle or feel objects, reach with hands or arms, and talk or hear. The employee may occasionally be required to climb stairs, stoop (bend at waist), kneel, and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and distance vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment:

Normal office environment. The noise level in the work environment is usually moderate. Possible exposure to infectious illness of children, included head lice. A frequent amount of local and/or regional travel, generally overnight, is required for this position.

Tools/Equipment Used:

Operate a photocopier, telephone, and fax machine on a routine basis. Operate a security system daily, and electronic recording equipment infrequently. Routine use of computers including email and cloud-based applications.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change

REQUIREMENTS/ QUALIFICATIONS:

1. Master’s degree in Human Services, Mental Health, Education, or Criminal Justice field from an accredited college or university and 3-5 years of experience in the treatment of child sexual abuse. Three years of management level experience required.
2. Per 920 KAR 2:040, an employee of a children’s advocacy center shall be at least twenty-one (21) years of age.
3. Per 920 KAR 2:040 an applicant for employment shall submit to criminal records check in accordance with KRS 17.165 and a central registry check in accordance with 922 KAR 1:470 during the application process and every two (2) years thereafter while employed by the center.
4. Complete pre-service training within first three (3) months of employment if applicable. Complete a minimum of 12 hours of in-service training or continuing education annually.
5. Strong interpersonal skills: ability to maintain an effective and harmonious working relationship with public and employees.
6. Must be committed to work against discrimination due to race color, creed, sex, age, or victim status in the field of child victim services. Demonstrate sensitivity to the diverse socioeconomic and cultural background of clients and the community.
7. Demonstrated leadership skills and experience
8. Excellent written and oral communication skills
9. Knowledge in budget development and management