

Child Advocacy Center Manager

Overview

Client: Prevent Child Abuse Rowan
Location: 130 Woodson St., Salisbury, NC 28144
Reports to: Executive Director
Position Type: Salaried, Exempt, Full-Time
Hours/Week: 40 hours (1.00 FTE)
Pay Rate: \$40,000-\$42,000 annually

Prevent Child Abuse Rowan/The Terrie Hess House - Organizational Description

Established in 2005, Prevent Child Abuse Rowan is a nonprofit, 501(c)3 and is one of just over 700 centers nationwide and 29 centers in North Carolina accredited by the National Children's Alliance. As the only child advocacy center in Rowan County serving children from birth to age 18, The Terrie Hess House provides a physical environment where a child's well-being is the organization's first priority, reducing trauma and promoting healing from sexual abuse. In the full spectrum of investigating a reported case of child abuse, The Terrie Hess House is also the only agency that is not limited by civil or criminal statutes and can continue to provide services through every step of an investigation. This comprehensive approach allows The Terrie Hess House to work with a child and his/her family for weeks, months, or even years to ensure their needs are being met in a wide-range scope rather than prescribed, short-term assistance. Program services include:

- Family Advocacy
- Forensic Interviewing
- Medical Evaluation
- Multidisciplinary Team Investigation (MDT)
- Prevention, Education and Public Awareness

Milestones

Since inception, The Terrie Hess House has assisted over 1200 children affected by physical and sexual abuse throughout Rowan County.

Mission

Advocate for the protection of the children of Rowan County by working to: empower individuals through training and education, coordinate a comprehensive team response to abuse and neglect, and reduce victim trauma.

To learn more, please visit: <http://www.preventchildabuserowan.org>

Essential Duties and Responsibilities: (other duties as assigned)

- Effectively manage day to day functions relating to the Child Advocacy Center Program.
- Strengthen relationships with partner agencies
- Maintain relationship with District Attorney's office, create better system for updates.
- Implement education plan for Rowan County
- Provide crisis intervention, support, education and advocacy to clients and their non-offending caregivers. As part of this, the individual will provide an initial needs assessment for each family.
- Assist in maintaining consistent contact with all clients, according to the established protocol.

- Assist clients with obtaining Victims Compensation by providing forms, instructions, and assistance in filling out forms when necessary.
- Provide any necessary referrals and provide linkages to these services.
- Maintain case files for each client and update them promptly and accurately.
- Provide data for electronic case tracking database, ensuring prompt data entry for all new cases and case updates and providing reports when necessary.
- Ensure all data/reporting deadlines are met.
- Facilitate monthly Multi-Disciplinary Team meetings and provide relevant case information.
- In conjunction with the District Attorney's Office, assist clients and non-offending caregivers in preparation for court. As part of this, the individual will occasionally attend court proceedings with clients and non-offending caregivers.
- May be asked to provide a visible presence for the agency within the community by attending events and giving speeches and presentations to key community stakeholders.
- Conduct outreach and education events for local communities.
- Field incoming calls for the CAC.
- Schedule appointments for all potential clients and follow-up with them regarding their appointments.
- Provide other early-childhood and drug endangerment education to community members.
- Assist with other CAC functions on an as-needed basis.

Education/Work Requirements

- Must have a Bachelor's Degree—Master's Degree desired.
- Bilingual in English and Spanish a plus.
- Must have at 2-4 years of child protection, social work, psychology, or law enforcement experience.
- A flexible schedule is a must.

Knowledge, Skills, and Abilities

- Knowledge of the dynamics of child abuse and neglect.
- Verbal communication skills to make presentations on local level.
- Ability to comprehend large amount of varied materials in a limited time and listening skills to interpret communications from staff and community.
- Ability to be flexible, especially in terms of non-traditional working hours.
- Ability to work well under pressure.
- Exceptional energy, relational and interpersonal skills
- Ability to communicate well with people at all levels.

Professional Development:

The Terrie Hess House is committed to the professional development of all staff. The staff person will have the opportunity to advance his/her skills through webinars, workshops, industry and networking events, and one-on-one mentoring.

Qualifications:

- Bachelor's degree
- At least 3 years of advocacy and/or communications experience and demonstrated success working within the North Carolina nonprofit marketplace
- Exceptional energy, relational and interpersonal skills
- Demonstrated ability to conceptualize and describe funding needs in a way that is compelling and comprehensive to potential donors
- Excellent written and verbal communication skills
- Results-oriented and predisposed to measurable outcomes
- Capable of strategic thinking: ability to set priorities, balance short-term and long-term objectives, and organize tactics to lay the basis for sustainable results
- Experience with database and/or fundraising software utilization and management
- Unimpeachable ethics
- Capable of committing to the mission of PCAR and understanding the complexities of the child advocacy arena

Employment decisions at PCAR are made without regard to race, color, religion, gender, sex, national origin, physical or mental disability, age, sexual orientation, veteran status, or any other characteristic protected by applicable state or federal law.

Please note that only those candidates invited for screening will be contacted