



## POSITION DESCRIPTION

Children's Advocacy Centers of North Carolina provides services to Children's Advocacy Centers across North Carolina and to professionals investigating and treating child abuse. The mission of CACNC is to develop, train and sustain high quality Children's Advocacy Centers (CACs) and Multi-disciplinary Teams (MDTs).

---

Position Title:	Membership Coordinator
Supervised By:	Director of CAC Standards
Job Purpose:	To increase service provision, collaboration, coordination and skill level of child abuse professionals throughout NC by growing the number of accredited CACs within the state in accordance with our growth and development plan.
Requirements:	Bachelor's Degree preferred from an accredited four-year college or university with a focus on human services, nonprofit administration or closely related field; 5-10 years of experience in MDT facilitation and CAC management through an administrative role; Organized, collaborative worker; Strong written and oral communication skills; Strong computer skills & familiarity with Microsoft Office programs; History working in child abuse field preferable but not required. Preference will be given to those with experience developing a CAC and who are currently involved with MDT facilitation.
Additional Details:	Full-time (40 hours per week); Worksite location is home based office in NC with travel availability monthly; CACNC full time benefit package includes: health insurance, PAL, and 5% retirement.

---

### Responsibilities and Accountabilities:

1. Provide outreach to Accredited CACs and MDT to track quality improvement indicators regarding the 10 standards of accreditation, report all critical incidents to the Director of CAC Standards.
2. Provide ongoing outreach and technical assistance to developing communities and provisional CACs in order to discuss community readiness, identify strengths and challenges, develop timelines and strategies to meet community need, and report on results achieved.
3. Develop and monitor progress plans of developing communities and accreditation plans of provisional CACs.
4. Ensure compliance with the 10 standards of accreditation for all Provisional CACs and assist with the completion of accreditation application submission.
5. Assess training needs and review training requests of CACs and MDTs, submit all requests to the Training and Curriculum Coordinator for implementation.
6. Provide crisis intervention, information, support and referrals to victims and their non-offending family members.
7. Plan, implement and evaluate a broad range of quality improvement/assurance projects; ensure participation and compliance by member CACs.
8. Monitor the Growth & Development Plan and work with the Project Manager to identify un-served areas for outreach.
9. Assist other agency or contractual staff as needed.

Date: 8/2020

CHILDREN'S ADVOCACY CENTERS OF NORTH CAROLINA, INC IS AN EQUAL OPPORTUNITY EMPLOYER