

# Family Services of Chemung County, Inc.

## Children's Advocacy Center (CAC) Coordinator

**Job Description:** The purpose of the Child Advocacy Center (CAC) is to provide a coordinated, collaborative, and culturally competent multidisciplinary team (MDT) in response to allegations of child abuse. The CAC provides a trauma-informed, child-friendly setting that is physically and psychologically safe for children of all ages. The CAC Coordinator oversees the day-to-day operations of the CAC, facilitates the CAC multi-disciplinary team and manages all aspects of the funding contracts received from local, state and federal entities.

**Requirements:** This role requires a bachelor's degree in human services or a related field and at least 10 years' experience, or a Master's degree in Social Work or a related field and at least 3 years, of professional experience working with child victims of abuse and collaborative community service partners. The ideal candidate will be compassionate, person-centered, with the ability to listen to and support the needs of children and families that have experienced abuse and/ neglect. Must be organized, detail focused, with ability to manage multiple tasks and deadlines concurrently; computer proficient with the ability to learn to use multiple client databases and health interfaces; friendly with previous and demonstrated experience providing excellent client services or care. Must have reliable transportation – this position maintains offices and a presence in both Chemung and Schuylers County.

### Responsibilities:

- Oversees the day to day operations of both the Chemung and Schuylers CAC locations and ensures sites are staffed appropriately for their respective community's needs and all community meetings deemed necessary are participated in.
- Provides consistent, on-going and research-based, administrative and programmatic supervision to team members through on-going professional development, individual and team supervisions.
- Leads, develops and implements programmatic goals and objectives as determined internally, and as determined through collaborative partner organizations.
- Acts as a liaison between the investigative agencies, such as Child Protective Services, law enforcement, the District Attorney's office, the CAC program and support service providers of mental health, medical and victim services.
- Oversees the data collection, report generation and documentation submissions needed in response to contract requirements from the Office of Children and Family Services (OCFS) and the federal Office of Victims Services (OVS); responds as needed to local foundation awards and their respective outcome reports.
- Oversees the CAC database, including data entry to monitor and track case progress, case outcomes and overall program effectiveness.
- Collects and synthesizes all data that is reported to Chemung County.
- Maintains, and as needed, makes changes to programmatic/ operations policies, procedures, MOUs and other programmatic initiatives that relates to the effectiveness of the CAC program, and more specifically, the Multi-Disciplinary Team (MDT), the Chemung County Fatality Review Team (CFRT) and AdCom meetings.
- Advocates with the MDT to ensure a coordinated response to abuse investigations while promoting the best interests of children and families. Develops strong working relationships with the MDT and addresses conflicts through effective communication and active problem solving.
- Coordinates the Chemung County Fatality Review Team (CFRT) including developing and implementing guidelines, maintaining state required data, organizing fatality reviews, documenting recommendations, generating reports and coordinating prevention data.

- Ensure there is a coordinated plan to educate partner agencies, schools and other community service providers about the services associated with the CAC and the warning signs that can help identify victims of abuse.
- Plans and coordinates activities/ public awareness programs during child abuse prevention month.
- With the support and approval of agency senior leadership, plans and coordinates fundraising events as needed.
- Attends community meetings and makes community presentations as needed to ensure effective collaborations are developed and/or maintained.
- Actively engages local academic institutions to create supportive internship opportunities.
- Other assignments and tasks may be added at the discretion of the Supervisor, Manager or Director

The information presented above is intended to describe the general nature and level of work being performed by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

**Please send a resume and cover letter to the email address or postal address listed below.**

**Applications accepted until position is filled.**

**Attention:** [pdeprimo@familyservices.cc](mailto:pdeprimo@familyservices.cc)  
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