

GENESEE COUNTY

JUSTICE FOR CHILDREN CAC SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Performs moderately difficult and complex administrative duties relating to program development, monitoring and coordination of the Child Advocacy Center. The incumbent in this position also carries an active caseload relating to child victims of abuse. The work is performed under the general supervision of the Program Director in accordance with established procedures. The incumbent has independent leeway in carrying out the responsibilities of the job. Supervision is exercised over the work of subordinate staff.

TYPICAL WORK ACTIVITIES:

Monitors and analyzes the performance of different programs and services offered by the Child Advocacy Center;

Provides direct victim services including Case Management and emotional support and information to child victims and their families;

Attends court appearances, files compensation claims and provides follow-up including case status, making referrals, answering questions and providing court prep for victims;

Document all contacts with clients;

Oversee the day to day operations of the CAC by scheduling appointments, preparing staff schedules and coordinating use of services by other GLOW region counties;

Assists with fundraisers and promotions and acts as liaison to GLOW Foundation and Batavia Kiwanis Club;

Directs, reviews, and oversees the work of subordinates. May delegate work and may take corrective action as needed;

Establish and maintain an effective relationship with the Genesee County Justice for Children Multi Disciplinary Team;

Confers with Multidisciplinary Team members on problems and issues concerning the Child Advocacy Center, and scheduling trainings for team members;

Coordinates schedules and services for contracted providers;

Plans and schedules CORE team meetings, providing the agenda and facilitating the meeting;

Has responsibility for maintaining accreditation for the National Children's Alliance;

Has responsibility for after hour's requests for service;

Helps develop efficient record-keeping systems and administrative procedures;

Assists in evaluating staff training needs and coordinates community outreach training for mandated reporters such as teachers, doctors, etc.;

Prepares quarterly reports, stats, monthly objectives and assists in developing grant goals, performance measures and targets;

Monitors and documents goals, performance measures and targets for reporting purposes.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL

CHARACTERISTICS: Good knowledge of the modern principles and practices of the Criminal Justice system; good knowledge of community agencies, facilities and services which can be utilized as referrals for victim services; good knowledge of the principles underlying human behavior, growth and development; good organizational and public speaking skills; emotional maturity; good powers of observation; good discretion and judgment; working knowledge of the dynamics of child sexual abuse; initiative; resourcefulness; dependability.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and low light conditions. The employee may occasionally lift and/or move up to 10 pounds.

The noise level in the work environment is usually moderately quiet.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education,

AND

- A. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Criminal Justice, Human Services, Psychology, Education, or a related field AND one year of full-time paid experience in a criminal justice agency or other agency whose duties shall have involved counseling, case management or client supervision;

OR

- B. Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in Criminal Justice, Human Services, or a related field AND three (3) years of full-time paid experience in a criminal justice agency or other agency whose duties shall have involved counseling, case management or client supervision;

PART-TIME, PAID EXPERIENCE WILL BE PRO-RATED AS APPROPRIATE

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT

Possession of a valid New York State driver's license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive
Adopted 5/3/12