Children’s Advocacy Center Coordinator

About the organization...

First established in 2003 and accredited in 2010, the Randolph-Tucker Children’s Advocacy Center plays a critical, front-line role in responding to child maltreatment by coordinating a collaborative approach to the investigation of sexual and severe physical abuse, while ensuring that children and their families receive immediate, effective support. RTCAC also provides community outreach and prevention education to adults and children in our service area.

RTCAC is a private, 501(c)3 non-profit organization serving Randolph and Tucker Counties in West Virginia. The primary office location is in downtown Elkins. RTCAC is a member of the West Virginia Child Advocacy Network and an accredited member program of the National Children’s Alliance.

About the position...

The CAC Coordinator helps create a safe, welcoming environment for children and families while upholding the principals of the CAC model. Working with the Multi-Disciplinary Investigative Team (MDIT), the CAC Coordinator:

1) Actively participates in all aspects of the forensic interview process
2) Establishes and maintains collaborative relationships with community partners, including child protection, law enforcement, the Prosecuting Attorney’s Office, victim advocates, education, and mental health and medical professionals to ensure that each child entering into the CAC receives immediate and coordinated services
3) Assesses the needs of children and their caregivers
4) Works closely with the Team to ensure that clients receive services that are aligned with their needs

The CAC Coordinator position is full-time, reporting to the Executive Director. Work schedule is typically Monday-Friday 8:30am – 4:30pm with occasional evening and weekend hours when needed for special events or emergency cases. Benefits include paid holidays, vacation, sick leave, a portion of your health insurance premium and retirement option. Compensation will be based on candidate qualifications, prior experience, and the availability of funding.

Job responsibilities include...

- Coordinating the forensic interview process, including
  - receiving referrals and working with all involved parties to schedule interviews
  - facilitating on-site team meetings before and after the forensic interview
  - assuming a lead role in observing or conducting the interview of the child with the multi-disciplinary team members
• Debriefing the child and family after the forensic interview to clarify next steps
• Providing crisis intervention and supportive counseling as needed
• Maintaining records and entering data into the Collaborate database
• Providing education about the purpose of an MDT response and the process of investigation and prosecution in the criminal and civil court systems
• Participating in the Advocacy team, working together with team members to ensure that families get the services, materials, and referrals that are aligned with their needs
• Coordinating the Multi-Disciplinary Investigative Team, scheduling and facilitating meetings in collaboration with the Prosecuting Attorney’s Offices
• Providing court testimony in criminal and abuse and neglect proceedings
• Tracking outcomes and contributing to data collection and grant reporting on a regular basis
• Participating in peer review, community education, and outreach activities
• Staying abreast of current research and best practices in forensic interviewing, child maltreatment, and related fields
• Attending training, conferences, and meetings as a member of the RTCAC team
• Assisting with fundraising events and participating on the RTCAC Advisory Board
• Supervising volunteers and interns, as needed
• Contributing to a dynamic, positive, forward-thinking, and collaborative work environment
• Other duties as assigned by the Executive Director

Qualifications...

• Bachelor’s degree in Social Work or related field required
• Social work license or license-eligible candidate preferred
• Two years of experience working with abused children and/or families impacted by violence preferred; a genuine interest to work with these populations required
• Strong interpersonal and engagement skills, listening and communication skills, and crisis management skills required
• Ability to work with a multidisciplinary team with a willingness to appreciate different points of view and problem solve in a constructive manner
• Expertise in forensic interviewing or the willingness to acquire this specialized skill
• Strong written and verbal communication skills needed
• Strong computer skills and familiarity with Microsoft Office programs (including Word, Excel, Publisher, and Power Point) needed
• Dependable transportation with car insurance and the willingness to travel

RTCAC is committed to affording equal employment opportunity to all qualified, reliable, and productive employees without regard to age, color, race, creed, religion, sex, national origin, disability, veteran status, or sexual orientation.