**Vermilion County Children’s Advocacy Center**

**Position Title: Director**

**Supervisor: Vermilion County Children’s Advocacy Center Board of Directors**

**Summary:**

The Director is responsible for the overall administration of the Children’s Advocacy Center (CAC) and is accountable to the Board of Directors. The purpose of the CAC is to provide a coordinated, multi-disciplinary, and trauma aware approach to the investigation, treatment, and prosecution of cases of child abuse in a facility that minimizes the trauma and anxiety for the child victim and maximizes the collective efforts of the professionals. The primary responsibility of the Executive Director shall be to coordinate and maintain this purpose through the implementation of all policies and procedures as established by the Board of Directors.

**Requirements:**

* Master’s degree in a behavioral science with a minimum of three years of relevant professional experience preferred.
* Highly motivated, possessing organizational skills with attention to detail and the ability to handle multiple responsibilities effectively and with discretion.
* Independent worker and ability to function as a team player with initiative and flexibility
* Excellent verbal and written communication skills.
* Willingness and ability to stay current in relevant issues through live, on-line and written training.
* Work well with and understand multidisciplinary team concepts.

**Administrative Responsibilities**

* Manage all activities associated with the CAC and development of its programs.
* Implement all policies and procedures as established by the Board of Directors.
* Maintain all property rented and owned by the CAC.
* Supervise all staff to include developing and implementing personnel policies.
* Execute appropriate evaluation and if necessary, remediation as described in the personnel policies
* Maintain all documents and records necessary to fulfill the legal regulatory and grantors requirements associated with the CAC including coordination of all insurance related activities.
* Provide technical assistance and direction to the Board and all committees regarding
* development of policy material and related documents.
* Develop and oversee implementation of Strategic Action Plan.

**Fiscal Management Responsibilities**

* Develop annual budget draft for approval by the Board of Directors.
* Manage annual budget.
* Oversee maintenance of all financial records and accounting for CAC.
* Prepare and monitor all grant proposals and grant reports.
* Oversee all fundraising efforts for the CAC.
* Work with oversight agency (CACI) for disbursement of revenue and expenses.

**Community Relations Responsibilities**:

* Represent the CAC’s purpose, goals, and program through public presentations and
* information, educational programs, prevention programs, community networking, media

communications.

* Serve as the CAC’s liaison throughout the community.
* Actively participate on behalf of the CAC in local coalitions that address child abuse

issues and prevention issues.

* Maintain active participation with the Children’s Advocacy Centers of Illinois and the National Children’s Alliance.
* Promote relationships with financial contributors.

**Forensic Interviewing Requirements**

* Knowledge of child abuse service system
* Foster open and positive working relationships with MDT
* May facilitate or co-facilitate case review
* As recommended by the National Children’s Alliance comply with all training requirements with ongoing peer review
* Forensic interviewing of all children at the VCCAC requiring interviews with demonstrated abilities.
* Working with team members in pre and post interview meetings to assist in determining next step plans for the child and non-offending caregiver

Other tasks as assigned by the Vermilion County Children’s Advocacy Center Board of Directors.

This is a grant funded position and is contingent on on-going funding and dutiful grant reporting.