

EASTLAND COUNTY CRISIS CENTER INC.

CRIME VICTIM ASSISTANCE CENTER AND THE EASTLAND COUNTY CHILDREN'S ADVOCACY CENTER

Job Description Form

Job Title	Program Director	
Reports to	Executive Director	REVISED: Effective Sept 29, 2021
Division/Department	CAC	
Function:	Under the supervision of the Executive Director, the Program Director is responsible for CAC grant management duties, assisting with CAC financial records, maintaining statistical records, supervising assigned CAC staff and volunteers, CVAC staff when the Executive Director is not present, and conducting forensic interviews.	

Level/Grade	Type of position:	Hours _____ / week
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Exempt
	<input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer	<input type="checkbox"/> Nonexempt

GENERAL DESCRIPTION

- ◆ Comply with and support all agency goals, missions, policies and procedures; applicable state and national standards for CACs; established and agreed upon protocols and memorandums of understanding
- ◆ Handle day-to-day CAC office management including team issues, service delivery and/or improvement, or other needs that may arise
- ◆ Supervise all CAC database data entry, maintenance, and uploads for client case tracking systems
- ◆ Provide direct advocacy services to program participants as needed
- ◆ Use established protocol to conduct forensic interviews with children or developmentally delayed adults who are alleged victims of abuse or witnesses to violent crimes
- ◆ Attend, participate, and assist in the facilitation of the Multi-Disciplinary Team meetings and CAC case reviews
- ◆ Oversee SWI process and is a recipient of the intakes. Provides regular updates to the Executive Director.
- ◆ Coordinate with Executive Director for any CAC grant audits and third- party annual audit as needed
- ◆ Assist Executive Director in information gathering for grant writing purposes
- ◆ Provide feedback and suggestions to Executive Director regarding overall CAC program direction
- ◆ Responsible for statistical and performance reports for the Children's Advocacy Center including creation and analysis of statistical reports from agency databases to support grant reporting and applications
- ◆ Provide direct backup for the ED when the director is not available
- ◆ Interview, evaluate, and make recommendations in selection of assigned staff and volunteers
- ◆ Assist with training and orientation of new employees
- ◆ Perform assigned employee evaluations and disciplinary action in accordance with agency policy
- ◆ Delegate tasks as appropriate to ensure projects are complete and deadlines are met, including required statistical reports.
- ◆ Coordinate and participate in fundraising as directed by the Executive Director
- ◆ Assist in development and implementation of community outreach events, education programs, and agency events
- ◆ Complete all CAC grants requests for reimbursements on basis as outlined by grant agreement
- ◆ Keep abreast of new research and developments that pertain to the victims the agency serves
- ◆ Attend trainings to meet continuing education requirements of the agency
- ◆ Participate in 24-hour call for emergency interviews/staffings/crisis center hotline calls
- ◆ Testify in criminal/juvenile/civil court when subpoenaed
- ◆ Other duties as assigned by Executive Director

WORK EXPERIENCE REQUIREMENTS

- ◆ Minimum 2 years work experience in a non-profit, human services, community services, personnel, or office management setting
- ◆ Experience in preparing financial and statistical reports required by grant funding sources
- ◆ Staff supervisory experience

EDUCATION REQUIREMENTS

- ◆ Qualified applicants should have a minimum of an associates degree in a relevant field as determined by the Executive Director
- ◆ Bachelors degree is preferred
- ◆ Work experience in financial management or human services may be substituted in place of degree requirement as the discretion of the Executive Director

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>