

Position Announcement

Position: **Statewide Programs Manager**
Reports to: **Executive Director**
Status: **Full-time**
Location: **1827 NE 44th Ave., Portland, Oregon**
Compensation: **\$62,000 – \$75,000**

For over 25 years, Oregon Child Abuse Solutions (OCAS) has partnered with local communities and their child abuse assessment experts to strengthen solutions for child abuse. We are Oregon's only statewide 501(c)(3) nonprofit that fights to end all forms of child abuse through our over 20 children's advocacy centers (CACs) that provide high-quality intervention, therapeutic services, and prevention education for children with concerns of abuse. We are an accredited state chapter of the National Children's Alliance (NCA), which connects us to a rich bank of resources and expertise from other state chapters, regional trainers and supporters, and national experts. Learn more about the training, technical assistance, advocacy, and membership services we provide at oregoncas.org.

SUMMARY:

The ideal candidate for the Statewide Programs Manager (SPM) role will have experience working within the child abuse response or prevention systems in Oregon and will have a passion for improving services for children who have experienced abuse and their families. This position requires excellent customer service and relationship-building skills as you will be a key point of contact for many of the 275 professionals who work in CACs. You will also coordinate trainings for partners, like law enforcement professionals and child protective services caseworkers, and should be organized, responsive, proactive, and kind. Consistent with our values, the SPM must be enthusiastic about and able to listen, empathize, and act on behalf of communities throughout our state, especially rural and/or under-resourced communities, and communities who are disproportionately impacted by child abuse.

ESSENTIAL FUNCTIONS:

The SPM is responsible for planning, coordinating, implementing, and developing trainings to support CACs and other professionals working within the field(s) of investigation, intervention, and prosecution of child abuse. The SPM also coordinates quarterly, or more often, membership meetings, and assists CACs in achieving NCA Accreditation, demonstrating an adherence to national best practice standards.

TRAINING COORDINATION (60%):

The SPM will work with experts in the field of child abuse response to conduct regular trainings and set best practice standards guiding Oregon's professionals. The SPM does not need to be a subject matter expert, but instead will work with subject matter experts by facilitating regular meetings and decision-making, editing curricula and written documents, and providing technical support like scheduling, and limited research and follow-up on innovative ways to improve knowledge retention for participants. All current trainings are remote, but are anticipated to return to in-person in 2022, adding a layer of logistics related to planning and securing hotel training space.

- Work throughout the year to implement Oregon Child Forensic interview Training (OCFIT), currently a remotely-accessed training utilizing many different technologies including Zoom, Desire2Learn learning management system, Google forms, docs, and sheets, Socrative, PowerPoint, and Box.com.
- Provide technical assistance to statewide trainers of OCFIT and other trainings, through clear written direction, one-one support, problem-solving and assistance with technology.
- Coordinate the improvement of training curricula annually, facilitate the development of new training curricula, and initiate and revise written statewide guidance documents, like the Oregon Interviewing Guidelines (OIG) biannually.
- Facilitate the development and implementation of an abbreviated OCFIT focused on training law enforcement and child welfare professionals in interviewing children.

- Assist the Executive Director with developing budgets for trainings and projects, and ensure accurate reporting for grants and contracts on professionals trained and the effectiveness of training.

MEMBERSHIP PROGRAM AND TECHNICAL ASSISTANCE (30%)

- Make annual schedules and plans for CAC Directors quarterly membership meetings, the bimonthly Accreditation Cohort, and the monthly Rural Steering Committee.
- Create and facilitate the dissemination of information and resource materials to aid CACs and MDT partners in the development and provision of best practices, including achieving NCA accreditation.
- Assist in orienting new Directors to our work and continuing to build a cohesive community of CAC professionals serving Oregon's kids.
- Facilitate CACs participation in the Outcome Management System and other tools and resources provided by Western Regional Children's Advocacy Center and NCA, and ensure each CAC provides complete data of kids served at a minimum of two times a year.
- Assist in the implementation of the statewide Desire2Learn online learning management system, including providing technical assistance to CAC staff members, creating courses and libraries, and working with OCAS team members to conceptualize communities of practice by discipline.

SYSTEMS ADVOCACY (10%):

- Develop relationships with statewide entities serving child abuse multidisciplinary team members.
- Help gather data, qualitative and quantitative, which tells the story of CACs and children affected by child abuse in Oregon, and engage in issue-specific research as needed.
- Represent OCAS on statewide committees, task forces, and workgroups.

All other duties as designated by the Executive Director or added to the scope of this position.

QUALIFICATIONS:

- Associate or Bachelor Degree
- Direct service experience working in the field of child abuse response or prevention
- Experience planning, scheduling, coordinating, and/or facilitating projects, committees, events, etc.
- Proficiency with Mac OS, Word, Excel, PowerPoint, and Google Suite products
- Comfortability with technology or the commitment to become competent in utilizing technology including, but not limited to, online learning management systems, web-conferencing, webinar hosting and updating websites with tools, information, and resources (current website is Wordpress)

PROFESSIONAL ATTRIBUTES:

- Strong attention to detail and oral/written communication skills
- Self-driven; able to be productive and to thrive in a flexible and autonomous work environment
- Manages time, resources, and complex workload priorities
- Ability to be effective in presenting ideas, transmitting information, and conveying concepts to individuals or groups of people of varying educational, cultural, and experience levels
- Promotes a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values – including tolerance for those with beliefs different from your own
- Demonstrates professionalism and maintains composure in high stress situations
- Thinks strategically, accepts and gives feedback, and is comfortable leading programs/projects

OTHER INFORMATION:

This is a regular, benefited, full-time, exempt position working Monday through Friday. Weekends and evenings will be required as necessary. Oregon Child Abuse Solutions provides Kaiser medical, dental, and vision insurance, paid holidays, and 20 Paid Time Off (PTO) days per year. Travel within Oregon is frequent, typically 6-8 times per year. National travel may be required as necessary but is less frequent, roughly once per year. This position is currently remote. Employment is dependent upon the successful completion of a background check, including criminal and child protection clearances, and e-verify registration. To apply, please send a cover letter and resume to sophia@oregoncas.org by Tuesday, February 16th at 11:59 p.m.