

POSITION ANNOUNCEMENT

INTAKE AND VOLUNTEER COORDINATOR

The Organization:

The Children's Advocacy Center of Lincoln County is a child abuse intervention center serving all of Lincoln County. We are a non-profit organization dedicated to the prevention, evaluation and treatment of child abuse. The Center provides forensic interviews, specialized medical evaluations, family support and advocacy, and counseling services to those children referred to the center by our community partners. The Center works in collaboration with the child protective services, law enforcement, and other multidisciplinary team members, and the Samaritan Hospitals, to ensure the most effective and coordinated response to prevent abuse and reduce the effects of trauma for children who have been sexually or physically abused, neglected, or who have witnessed violence and/or drug endangerment. Our child friendly environment seeks to find out what has happened and to provide a path to healing through family support and trauma informed therapeutic services. The Children's Advocacy Center of Lincoln County is a member of the Oregon Network of Child Abuse Intervention Centers (<http://www.childabuseintervention.org>) and an accredited member of the National Children's Alliance (<http://www.nationalchildrensalliance.org/>).

Position Summary

The Intake and Volunteer Coordinator is responsible for the coordination of information and direct services between community partners and others. The position assists with screening referrals, scheduling, dissemination and collection of information. The position helps to organize and maintain accurate client information and provides requisite information regarding medical billing. They are also responsible for recruiting, training and supervising volunteers. This is a full time position that reports to the Executive Director.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

The duties and responsibilities of this position are dynamic, but may be broken down as follows:

Intake Coordinator

- Work directly with clients and community partners to collect, view and document highly confidential information;
- Collaborate and coordinate with the Advocates, Forensic Interviewer, Medical Director, and Therapist regarding victims/survivors, services and information;
- Create, collect, organize, and maintain client information;
- Gathers and disseminates information and reports;

Community Outreach

- Organize and supervise volunteers to plan and implement activities and other projects as needed with input from other staff;
- Train and support volunteers/interns on specific duties and the needs of the Center in general;
- Assist in outward facing messaging such as providing/editing information on the website and Facebook, emails, mailers, etc...;

- Network and foster relationships with appropriate community agencies/service providers and groups including other volunteer coordinators and programs as needed;
- Upon request and as able, represent the Children’s Advocacy Center at public speaking engagements and provide presentations on center services;

Member of Forensic Intervention Team

- Primary collaboration and support with Advocates, Forensic Interviewer and Medical Director at the Center with respect to information flow;
- Assist in revising policies and procedures as needed;

Member of Multi-Disciplinary Team

- Serve as a Lincoln County Multi-Disciplinary Team member (MDT) in reviewing Lincoln County child abuse cases.
- Collaborate with the District Attorney’s office, Law Enforcement, DHS, Indian Child Welfare and other agencies to collect and provide information and resource referrals.

Member of Children’s Advocacy Center Team

- Communicate professionally, respectfully, and supportively with internal team members, external partners, and board members;
- Promote a positive working environment;
- Promote positive and collaborative working relationships with members of MDT;

JOBSCOPE:

Position works independently but also as part of a Forensic Intervention Team. Work can be complex and requires that the individual exercise discretion, confidentiality, tact and compassion when dealing with child victims and their families. Extensive knowledge of victim advocacy, the criminal justice system, age-appropriate behaviors and child development is required. This includes strong boundaries as well as recognition of triggers and potential triggers in others as well as oneself. Contributes in the development of concepts, policies, protocols, and center procedures. Ability to assist or support public presentations and a variety of community outreach events.

SPECIFIC JOB SKILLS:

Must have the ability to work independently and make decisions regarding sensitive situations that will be in the best interest of the child victim/survivor. Must have the ability to deal with psychological trauma, and work under stressful conditions in a sensitive, culturally appropriate, non-judgmental, professional manner and the ability to be positive, friendly, calm, patient, cooperative and flexible while dealing with child victims, their guardians and siblings. Must have the ability to participate in public speaking and outreach programs. Must have superior verbal communication skills and have the ability to communicate clearly and patiently with clients, community partners, and the general public. Must be able to respond effectively in crisis situations with a judgment-free attitude, communicate with children at appropriate developmental levels, establish and maintain effective working relationships with the public,

co-workers, volunteers, courts, and other agencies. Skill in operating personal computer software in word processing, spreadsheet, and database applications is necessary.

EDUCATION/EXPERIENCE REQUIRED:

A Bachelor's degree in related fields such as psychology, child development, social work, or criminal justice, experience organizing and collaborating with groups of varying interests, or an equivalent combination of education and experience that demonstrates the abilities to perform the duties of the position. Must possess a valid Oregon driver's license with a good driving record, automobile liability insurance is required by law.

QUALIFICATIONS PREFERRED:

Bilingual/bicultural; experience working in a non-profit environment; experience working with a multi-disciplinary team, experience providing trainings and community presentations.

JOB CONDITIONS:

Regular business working hours, however the job may require hours outside of normal workday. Stressful working conditions due to the nature of the primary work at the Children's Advocacy Center. Repetitive hours of standing, stooping, bending or sitting may be required.

COMPENSATION AND BENEFITS:

- Full time (1.0 FTE).
- Compensation: dependent upon experience.
- Benefit package: Paid Time Off and paid Holidays, Increased wage in lieu of Insurance.

TO APPLY:

This position description and application can be found on the CAC's website (www.childrensadvocacycenter.net). This position will remain open until it is filled. The first review of applications will take place on Monday, June 22nd, 2020. Applicants may be invited to participate in a phone or in-person interview, but an interview is not guaranteed. The successful applicant will be paired with a mentor and will engage in ongoing peer review. Interested applicants should send a resume and application to:

Paul Schrader
Executive Director
Children's Advocacy Center of Lincoln County
PO box 707 Newport, OR 97365
Phone: 541 574-0841 - Fax: 541 574-0821
Email: director@lccac.com

A state of Oregon criminal background check and a department of Human Services Child Welfare background check is required for employment at the Children's Advocacy Center of Lincoln County and will be completed for finalists.

In accordance with Federal law and U.S. Department of Justice policy, this organization is prohibited from discriminating on the basis of race, color, national origin, disability, religion, sex, or age.