



## **CHILDREN'S ADVOCACY CENTER**

### **Community Engagement Director**

CACJC is committed to a culture of civility, respect, and inclusivity. We are an equal opportunity employer actively seeking to recruit and retain members of historically underrepresented groups and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

**POSITION GOAL:** To work with the Executive Director and Board members of the Children's Advocacy Center on a variety of tasks to ensure adequate funding for the agency, a positive image in the community, and ongoing resources for growth and development of services to clients and community members.

**SUPERVISOR:** Executive Director

#### **QUALIFICATIONS:**

- BA/BS or equivalent experience in a Development Position or in a related field
- Proven ability to develop and successfully implement fund development plans
- Proven ability to secure funds through a variety of channels, including donors, foundation and government grants, corporate sponsorships, and fundraising events;
- Ability to write complex grant proposals, create project budgets, and write reports on funded grants;
- Strong oral and written communication skills;
- Proficiency in the use of all relevant computer programs;
- ability to work both individually and as a member of a team on all initiatives related to development;
- Proven ability to create and sustain positive relationships with staff, Board and Advisory Council members, volunteers, donors, and community members;
- Demonstrated ability to represent the agency in the community in a professional and positive manner.
- Proven skills in project management and financial oversight

#### **POSITION FUNCTIONS:**

##### **DEVELOPMENT AND FUNDRAISING**

- Create and implement an annual fund development plan, working closely with the Executive Director and Development Committee of the Board of Directors, and evaluate the results annually.
- Lead or assist in all fundraising initiatives including fundraising events and donor campaigns.
- Research potential funding sources, including government grants, foundation grants, civic organization grants and donations, and corporate donations and sponsorships, and create an annual foundation proposal plan.
- Write grant proposals and reports to a variety of funding sources, ensuring to meet all deadlines, guidelines, and protocols.
- Create project budgets for grant proposals and assist in the creation of the annual agency budget.
- Assure that all grants and donations are tracked and that donors are thanked in a timely manner.

- Create and sustain ongoing positive relationships with existing and potential new donors and work with the Executive Director and Board members in donor cultivation and appreciation events.

## **BOARD INVOLVEMENT**

- Attend all meeting of the Development Committee, Finance Committee and Board meetings as requested by the Board.
- When needed, serve as chair of the Development Committee and lead development initiatives of the committee.
- Work collaboratively with the Board of Directors and Executive Director on fundraising events and campaigns.
- Create monthly reports to the Board of Directors.

## **COMMUNITY RELATIONS**

- Work with the Executive Director on public relations projects including the creation of written materials, media campaigns, and social media initiatives.
- Make public presentations as needed to funders and community members.
- Oversee fundraising initiatives of community businesses and individuals which are offered to benefit the agency.
- Train and supervise volunteers and pertinent staff members in development activities.
- Create and sustain positive relationships with the media, partner agencies, foundations, government agencies, and other community members.
- Manage website and social media contracts.

## **OTHER RESPONSIBILITIES**

- Meet regularly with the Executive Director and handle other duties as prioritized by the Director.
- Supervise and manage the Protect Our Children program includes being a trained facilitator for Stewards of Children or the prevention curriculum being utilized.
- Supervise the Community Engagement Specialist.
- Observe all agency policies and procedures.
- Attend trainings and conferences as pre-approved by the Executive Director.
- Maintain cooperative and respectful relationship with other agencies which provide services to children and collaborate with the CAC.
- Promote the Children's Advocacy Center in a positive manner to donors, clients, employees, volunteers and the community.
- Maintain a positive, professional image at all times.
- Encourage teamwork through cooperation.
- Provide project management and oversight to grant funded projects.
- All other tasks assigned.

I understand that this is a 1.00 FTE hourly position. Benefits allowed as per Personnel Policies based on 1.00FTE.

I understand that there is an initial six month probation period from hire date, with review by Executive Director and Personnel Committee at the end of six months.

I have reviewed and understand the above described functions and conditions of employment of the Community Engagement Director position with the Children's Advocacy Center.

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Signature

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Date

Note: This job description is not an employment contract



## **Medical Coordinator**

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### **SUPERVISED BY: Medical Director**

**BASIC FUNCTION:** Provide support/assistance to the medical providers for all aspects of the regional center including medical exams, trainings, clerical and coordination duties; processing medical record requests and subpoenas and other related duties as directed by the Medical Director.

### **REQUIREMENTS:**

1. Bachelor's Degree in nursing, a social science or related field
2. Must possess good organizational skills and be able to work independently.
3. Ability to work in a team setting.
4. Experience working with children from diverse backgrounds and experiences.
5. Able to competently utilize photo documentation equipment, Microsoft Office and case tracking databases.

### **RESPONSIBILITIES:**

- Deal effectively and compassionately with emotional/traumatized child abuse victims and their families.
- Good communication and facilitation skills to work well with patients, families, physicians, professional staff and others.
- Provide assistance to the medical providers to facilitate efficient patient care.
- Assist medical providers with child abuse examinations/evaluations, collection of labs, and evidence collection.
- Provide patient screenings.
- Maintain patient records, charts and billing information as necessary.
- Provide administrative support to the medical providers in development of medical resource materials, evaluations, protocols, procedures and policies, training materials, etc.
- Work with CAC staff in coordination of special trainings for education purposes.
- Perform scheduling, compilation and record keeping functions regarding regional services, evaluations, consultations, travel and regional communications.
- Provide liaison duties for regional medical director with appropriate agencies, assessment centers, medical insurance or billing departments.
- Provide assistance to medical director regarding development and continuity of medical peer review systems throughout the region.
- Provide administrative support to the CACJC medical team, to include data and outcome tracking for the department, gathering medical records for consultations and reviews and as otherwise requested.
- Participate in trainings as requested.
- Process medical record requests in a timely manner, strictly adhering to the CAC Medical Department confidentiality standards.
- Accurate intake and tracking of all Medical Department subpoenas.

- Provide advocacy/referrals to children and families who receive services through the CAC Medical Department.
- Fulfill Medical Chaperone Role during all anogenital examinations, as per Oregon Medical Board adoption of OAR 847-010-0130 requiring all OMB licensees to offer a trained chaperone to be physically present for all genital, rectal, and breast examinations starting July 1, 2023.
- Complete all other duties as assigned by supervisors.

#### **CLERICAL RESPONSIBILITIES**

- Maintain office and medical supplies and equipment.
- Provide general clerical support for the medical team and/or regional assessment center functions as needed.
- Assist in tracking and reporting outcomes for grants

#### **Other:**

1. Observe all agencies policies and procedures as well as MDT related policies and procedures.
2. Occasional after hours work required.
3. Maintain confidential information and adhere to policies and procedures relating to safeguarding client information utilized by program staff.
4. Promote the Children's Advocacy Center in a positive manner and maintain a professional image at all times, to all persons encountered while carrying out the mission of the CAC and individual job assignments.
5. Encourage teamwork through cooperative interaction with employees and volunteers.
6. Other tasks as assigned.

I understand that this a 1.0 FTE position, based on 40 hours per week. Benefits allowed as per personnel policies are based on 1.0 FTE.

I have reviewed and understand the above described functions and conditions of employment with the Children's Advocacy Center.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name



## **CHILDREN'S ADVOCACY CENTER**

### **Community Engagement Specialist**

CACJC is committed to a culture of civility, respect, and inclusivity. We are an equal opportunity employer actively seeking to recruit and retain members of historically underrepresented groups and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

**Basic Function:** The Community Engagement Specialist is responsible for raising awareness of the Children's Advocacy Center and child abuse in Jackson County, managing and recruiting the volunteer program, acting as a liaison with other non-profit agencies in the community that the center shares a service population with, and cultivating donor relationships and assisting in fundraising activities.

**Supervisor:** Community Engagement Director

#### **Qualifications:**

- Bachelor's degree in Communications, English, the social sciences or a related field and at least 2 years of relevant experience, or an Associate's Degree and at least 3 years of relevant experience.
- Strong oral and written communication skills.
- Basic knowledge of child abuse, trauma, and services to families.
- Ability to multi-task and be self-directed with a variety of projects.
- Ability to represent the agency in a professional and positive manner in the community.
- Ability to work in an environment where youth and families facing trauma receive core intervention and treatment services.
- Ability to be a positive team member.

#### **Position Functions**

##### **Community Engagement**

- Coordinate the CAC volunteer program to include but not limited to, scheduling trainings and orientations for volunteers, recruit new volunteers, and provide volunteer supervision.
- Coordinate the training programs offered by the CAC throughout the year.
- Provide administrative support and coordination to the Protect Our Children program.
- Facilitate Protect Our Children trainings.
- Create and distribute press releases as needed.
- Create and sustain good relationships with all media outlets/partners.
- Serve on community committees and collaborative as appropriate.
- Work with social media manager.
- Coordinate upkeep of CACJC Website.
- Create and execute community initiatives and programs.
- Provide tours of CACJC to potential donors, volunteers, and community and business leaders.

##### **Fundraising:**

- Create and coordinate small events for the center and assist with major events/campaigns
- Assist with grant applications and reports

Community Engagement Specialist 06/2023

- Create and execute a donor engagement plan to increase donor support and build long term donor relationships with CACJC.
- Manage in kind donations.
- Provide follow up to donors and event attendees to provide information on our organization and to express gratitude.
- Insure thank you/acknowledgment letters go out in a timely manner after gifts are made.
- Input pertinent data in the Donor Database for tracking purposes.

**Other:**

- Observe all agency policies and procedures.
- Attend trainings and conferences as pre-approved by the Executive Director.
- Maintain cooperative and respectful relationship with other agencies which provide services to children and collaborate with the CAC.
- Promote the Children's Advocacy Center in a positive manner to donors, clients, employees, volunteers and the community.
- Foster good relationships with community partner agencies, coworkers, volunteers, donors and community members.
- Maintain a positive, professional image at all times.
- Encourage teamwork through cooperation throughout the organization and in particular the CACJC Community Engagement Team.
- All other duties as assigned.

I understand that this a 1.0 FTE position, based on 40 hours per week. Benefits allowed as per personnel policies are based on 1.0 FTE.

I understand that there is an initial six-month probationary period from date of hire, with a review by the Development Director at the end of the six-month probationary period.

I have reviewed and understand the above described functions and conditions of employment with the Children's Advocacy Center.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

Note: This job description is not an employment contract.