

Tillamook Family Counseling Center

Job Description

Job title	<i>Program Coordinator – Child Abuse Assessment Center</i>
Reports to	Executive Director

Job Purpose

The Program Coordinator works under the guidance and direction of the Tillamook County Child Abuse Multidisciplinary Intervention (CAMI) team and is responsible for the leadership and operation of the Tillamook County Child Abuse Assessment Center. In this role the coordinator is responsible for financial/budget management, program management and development, grant writing and management, and future development of the center. This position is also accountable for developing and implementing program policies and procedures to ensure program compliance with Oregon laws, rules, and regulations. Additionally, the Coordinator serves as a liaison and resource for maintaining positive and cooperative collaboration and coordination of services with community partners. This is a Grant funded position that runs through June 2025.

Duties and Responsibilities

- Proactively cultivate strategies that minimize vicarious trauma and its impact on staff.
- Continually find ways to integrate and expand the centers diversity, equity, and inclusion blends into all efforts and community relationships
- Serve on the Tillamook County CAMI Team and Child Fatality Review Team
- Develop and implement strategic goals and provide regular updates to the CAMI team on successes, challenges, and necessary adjustments.
- Oversee quality assurance and outcome measures; ensure clinical consistency and ensure that programs meet national state practice standards.
- Maintain thorough documentation of center expenditures and resource allocations and be accountable to the Tillamook County CAMI team and the Oregon Dept. of Justice for the overall financial operations of the center.
- Serve as official spokesperson and representative of the center, provide presentations to community partners, potential donors, and the public regarding Child Abuse, the center’s mission, policies, procedures, and services.
- Maintain a positive relationship with other center Coordinators across the state and the regional assessment center, CARES NW
- Engage with local, state, and national political representatives, including participating in legislative proceedings if needed.
- Oversees the day to day administrative and direct service operations of the Center.
- Monitors the quality of advocacy, forensic interviewing, forensic medical evaluations, and mental health services to assure positive outcomes.
- Maintains interagency coordination and cooperation in the case management of child sexual abuse and serious physical abuse cases per state

mandate and ensures the TCCAC has current interagency agreements with necessary partner agencies.

- Performs the overall administrative tasks necessary to the effective operation of the TCCAC as it relates to all funding sources, including VOCA, CAMI, other grants, private and business donations, and sponsorships.
- Responsible for the execution of grant writing, administration of current grants, and reporting responsibilities of the grants. Seeks additional funding opportunities through new grants and fundraising.
- Maintains TCCAC client data, including required database, case tracking, and program statistical information.

Qualifications

Required Education and Experience

- Master's degree in a related field and 3+ years of successful experience in senior management; experience with working in a collaborative, multidisciplinary environment preferred; OR
- Bachelor's degree in a related field with 5+ years of successful experience as stated above, OR
- Equivalent relevant education and experience to successfully perform the essential duties of the job.
- Three to five years post degree work with children who have experienced trauma (trauma, abuse/neglect field). Specific training and experience in trauma response in children. Strongly Preferred.

Competencies

- Must possess knowledge base of resource development, fundraising, grant writing, and the function and purpose/role of child abuse assessment centers.
- Must be a strategic, visionary leader who is able to foster a culture of philanthropy, and engaging staff members and community partners in fundraising.
- Exceptional organizational, written, and mathematical skills
- Excellent written and oral communication skills.
- Demonstrated experience of managing an organizational budget that includes complex funding streams.
- Ability to relate well to adults and youth in crisis.
- Discreet management of confidential matters and materials in a small community
- General keyboarding and computer skills
- Ability to prioritize work tasks and priorities.
- Experience in a management/supervisory capacity
- Problem solving skills.
- Technical capacity

Preferred

- Bilingual (Spanish)
- Experience using various computer programs including Microsoft Office and electronic reporting systems.

Working Conditions

This job operates in a professional office environment. This role routinely uses standard office equipment.

Physical Requirements

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 20 pounds.

Position Requirements

Expected Hours of Work

This is a full-time position, 40 hours per week. Days and hours of work are variable, but generally 8:00 a.m. to 5 p.m. This position may require longer working hours if necessary. Position runs January 2023 through June 2025. This is a Grant funded position that runs through June 2025.

Travel

Travel is primarily local, although some out-of-area and overnight travel may be expected.

Direct Reports

This position could supervise the following positions:

- Administrative Specialist
- Agency Interviewer(s)

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

Employee Name

Title

Employee Signature

Date

Supervisory/Human Resources Approval/Comments:

Human Resources Signature/Date

Supervisor Signature/Date



Interim State Director - Oregon CASA Network (OCN)

Full-time - \$104,000 – \$108,160

This position is limited duration for a period of up to 12 months

The incumbent will be expected to assist the Board with recruiting and onboarding the next State Director.

YOU ARE...

- **A Strategic Thinker.** You're a strong conceptual thinker who can easily grasp and navigate a range of concepts, relate them to one another, and translate those concepts into strategies and practical actions.
- **An Effective Collaborator.** You have worked with diverse groups and on dispersed teams, and you can operate in complex situations. You can quickly engage and gain trust from colleagues and are known for being supportive.
- **A Flexible Worker.** You are not afraid to step outside your job description or comfort zone to help the team reach its goals. You are comfortable with shifting schedules and don't expect every day to go "as planned." You are happy to challenge someone's assumptions and to have your assumptions challenged in return.
- **Convener:** You recognize that a well-prepared and supported community can achieve far more than a single, highly talented individual. You can bring together community leaders and facilitate conversations to identify the ways to build capacity and a community that is both nurturing and generative. You enjoy removing barriers to our partners coming together, and you can mediate complex conflicts in the child welfare landscape.
- **Resourceful & Adaptable:** You're at ease with ambiguity and rapid change. You possess a positive, can-do attitude, and are adept at identifying creative solutions to obstacles. You can juggle many important responsibilities at once and you are rigorous about prioritizing.
- **An Exceptional Communicator:** You can manage challenging conversations and ask difficult questions professionally and respectfully with co-workers, stakeholders, community members, public officials, and other business partners. You have excellent writing skills and an ability to independently create original public content and deliver verbal presentations in multiple settings.

The State Director's role includes the following Areas of Responsibility, Evaluation, and Essential Functions:

- **Network & Organizational Leadership & Management:** Recommend timelines and resources needed to achieve strategic goals; ensure OCN compliance with established policies, procedures, and NCASAA (National CASA Association) standards; oversee network processes and activities such as quality assurance (QA) assessments, new director orientation, and state and regional training opportunities; identify resources and coordinate opportunities for board members and volunteers; participating in OCN committees; oversee staff, interns and volunteers.
- **Network Support & Public Relations:** Support the identification and implementation of statewide strategies to serve all children; be available for technical assistance and crisis management for local programs; meet with local program directors, staff, and boards (both remote and in-person); establish and cultivate partnerships with key stakeholders; and serve on statewide boards to address policy issues impacting children in foster care and raise awareness about CASA.
- **Financial and Resource Development:** Manage local program pass-through funds (state and private) by creating and overseeing all pass-through grant applications, forms and reports necessary to demonstrate transparent, impactful use of all funds and compliance with state laws; review all local program financial reports for accuracy before they are submitted to funders; oversee relationships with bookkeeper/CPA; build and ensure adherence to the annual budget; develop and execute fundraising plan; grant management.
- **Legislative:** Work closely with the network lobbyist to further the best interest of the CASA network; coordinate the development of the CASA focus and goals for each legislative session; serve as the state contact for legislative members; and coordinate CASA participation in state-level policymaking coalitions, workgroups, and other activities.
- **Marketing & Communications:** Coordinate and manage the creation and distribution of marketing and PR opportunities for local programs. Work with the network to identify opportunities and strategies for statewide presence and recognition for CASA in Oregon. Serve as the media contact for statewide concerns. Communicate with local programs regularly and keep key stakeholders apprised of agency directives and activities.
- **Board Liaison:** Attend all board and committee meetings; confirm implementation of all board directives, policies, and procedures; and keep the board apprised of agency and local program operations, changes, and problems.

REQUIRED KNOWLEDGE, SKILLS & EXPERIENCE:

- Minimum of 5 years in senior management roles including staff supervision, fundraising, finance, grants management, board development, and/or operations in a nonprofit organization
- Integrity, credibility, and passion for supporting and strengthening local CASA programs.
- Ability to communicate effectively with a wide variety of populations, persuasively and collaboratively.

SCHEDULE:

- Monday to Friday
- Occasional after-hours, early morning, or weekend meetings

WORK LOCATION:

Fully Remote, but within driving distance of Salem, Oregon to be able to personally attend and participate in state-level meetings.

This position requires access to a home-based office and occasional statewide travel.

ABOUT OCN:

Learn about OCN by visiting our website: <https://oregoncasanetwork.org/about-us/>

TO APPLY:

This position is open until filled. Applications will be reviewed as they are received. For immediate consideration, please submit your resume with a cover letter that explains why you are interested in this position and Oregon CASA Network.

Email cover letter and resume to:

OCN.InterimDirectorRecruitment@gmail.com

OCN is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, age, sexual orientation, victim of crime status or disability.



Position Advertisement: Child and Family Therapist

Who We Are

Founded in 1994, KIDS Center works together with law enforcement, medical providers, and social service agencies to create a supportive response to child abuse through a multi-disciplinary team approach.

Summary/Objective

This position is responsible for providing mental health assessment and treatment to children and their caregivers impacted by abuse in our community. The position will be responsible for working collaboratively with community partners and agencies to best support the mental health needs of families we serve. A portion of this position will also include outreach and education to our community partners.

Essential Duties and Responsibilities

- Provide short and long-term mental health assessment and treatment services (specialized trauma-informed and evidence-based therapy) to children and their caregivers impacted by abuse.
- Provide mental health support and referral services as appropriate to walk-ins and hotline calls.
- Complete safety assessments and crisis support in collaboration with evaluation team members and refer/collaborate with appropriate resources as necessary/appropriate.
- Establish and maintain an appropriate therapeutic relationship with clients.
- Maintain clinical record keeping requirements, including therapy referrals, pre- and post-assessments and treatment and termination documentation promptly.
- Administer, score, and interpret evidence-based assessment tools.
- Work collaboratively with other mental health agencies and referring parties to connect families with appropriate therapeutic services.
- Provide statistics on service provision for grantors and other functions.
- Maintain high ethical standards concerning the treatment and client confidentiality.
- Maintain professional communications and case coordination with all involved social services agencies and community resources.
- Promote and practice our organizational values of trust, integrity, care, empathy, impact, humility, excellence, equity, and teamwork.
- Participate in regular supervision, team, and staff meetings.
- Provide court testimony and expert witness testimony when requested.
- Engage in community training and or/educational opportunities when requested.
- Adhere to the National Children's Alliance (NCA) standards.
- Perform other duties as requested by the Director of Client Programs and Prevention.



Position Advertisement: Child and Family Therapist

- Other duties as requested. *These duties would include helping to build community relationships in the tri-county and other rural areas for the maximization of resources for treatment options.*

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Travel

This position does not require frequent travel.

Required Education and Experience

- Master's degree in a mental health-related field and a professional license or working towards a professional license.

Preferred Education and Experience

- Minimum of two (2) years of experience in providing therapy related to abuse/neglect, including domestic violence.
- Trained in Trauma-Focused Cognitive Behavioral Therapy (TF-CBT), Eye Movement Desensitization Reprocessing (EMDR) and/or Parent-Child Interactive Therapy (PCIT) strongly preferred.
- Bilingual in Spanish.

If you believe your skills and experience as a Therapist align with our commitment to ensuring a safe and healthy environment for the children in our community please send a resume and cover letter to hrinfo@kidscenter.org.

Hourly rate starts at \$31.25/hour DOE.

KIDS Center is an equal opportunity employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. A state of Oregon criminal background check and a Department of Human Services Child Welfare background check is required for employment at KIDS Center.



Family Advocate Position Opening

KIDS Center works together with law enforcement, medical providers, and social service agencies to create a supportive response to child abuse through a multi-disciplinary team approach.

We're currently looking to fill a full-time Family Advocate position responsible for providing family advocacy for all families attending KIDS Center for evaluation services.

The Family Advocate collaborates with families, community partners, and team members to support the child's evaluation needs and follow-up support.

This role provides emotional support, child abuse education, collaboration, and connection to community resources, including helping to secure basic needs, engage in mental health services, and facilitate other community referrals.

A successful Family Advocate must interact with a variety of people, handle administrative duties, be comfortable training new information, and maintain accurate documentation for statistics and grant reporting.

The Family Advocate will have a Bachelor's degree in Social Services, Social Work, Sociology, or related field. A minimum of two (2) years of experience in social work or a similar environment. We will look at a combination of education and years of experience as a substitute for education.

Although not required, the ability to speak Spanish is a strong asset in this position.

Please submit a resume and **cover letter** to hrinfo@kidscenter.org. Pay rate is \$24.15/hour.

KIDS Center is an equal opportunity employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. A state of Oregon criminal background check and a Department of Human Services Child Welfare background check is required for employment at KIDS Center.