

Job Title: CAC Program Director

Organization: Midland Rape Crisis and Children's Advocacy Center

Location: Midland, TX with travel to satellite centers in Andrews and Howard Counties

Closing Date: 3/01/2021

Job Description: Under the supervision of the Executive Director, the Program Director is responsible for management of the CAC Program including supervision of the CAC staff, maintenance of statistical records, documentation and maintenance of the case tracking system, and forensic interviews.

Position Responsibilities:

- Coordination and Administration Financial
- Assists with grants to the CAC Texas, the National Children's Alliance, Andrews United Way, Midland United Way, Howard County United Way plus other grants as directed by the Executive Director and Grant Manager.
- Works with the Center's Grant Manager to ensure CAC Program grant management.
- Statistics
- Administers and maintains the CAC Program and Follow-Up client data tracking system, Collaborate.
- Oversees documentation of data and provides quality control.
- Responsible for CAC Texas and National Children's Alliance statistical and performance reports
- Assists with statistics for outcome measurements. Supervision
- Provides daily oversight of CAC Program Staff including Forensic Interviewers, Family Advocates, and Intake Specialist.
- Conducts performance evaluations of CAC Program Staff Other Duties
- Prepares monthly report for Board of Directors.
- Participates in all events as directed by Executive Director.
- Attend other meetings and in-services, professional training, and conferences as self-directed or requested. Forensic Interviews and Child Protection Team
- Use established protocol to conduct forensic interviews with children or developmentally delayed adults who are alleged to be victims of abuse or witnesses to violent crime.
- Assists in identifying client needs and provides recommendations to investigators or therapists.
- Participates and/or facilitates child protection team meetings both in Midland, Andrews, and Howard County.
- Liaisons between Law Enforcement, District Attorney, County Attorney, the Texas Department of Protective and Regulatory Services, Midland Memorial Hospital, MRCCAC therapists, and other community agencies as needed. • Designated custodian of records for CAC Program recordings and case files

- Responsible for primary care, custody and control of all written materials, interviewer recordings, and any other evidentiary materials obtained, acquired, or produced from a CAC client and/or interview.
- Maintains case files and schedules interviews.
- Participates in on-going, specialized forensic interview training.
- Monitors, reviews, and participates in peer review sessions (CAC TX Regional Peer Review and internal review) for quality assurance purposes.
- Remains current with child abuse issues and forensic interviewing techniques
- Participates in 24-hour call for emergency interviews/staffing. Court Testimony
- Testifies in criminal/juvenile/civil court when subpoenaed. Training
- Coordinates and provides training to staff and volunteers, other agencies, and the community in various areas regarding child abuse, the role of the CAC, forensic interviewing, etc. as requested.
- Works with the Volunteer Coordinator and Education Director to formulate and oversee volunteer participation in the CAC in Midland, Andrews, and Howard Counties.

Qualifications:

- Bachelor's degree in psychology, social work, or related field with a minimum of four years related experience in child abuse
- Staff supervisory experience
- Experience in the management of multiple funding sources
- Experience in grant development/writing
- Experience in preparing financial and statistical reports required by grant funding sources.
- Understanding of child development, child sexual abuse, and forensic linguistics
- Understanding of the law and the legal system and implications related to interviewing children.
- Excellent written and oral communication skills
- Experience working with diverse professionals from child protection, law enforcement, court systems and related community services.
- Experience in needs assessment of victims and families and identification of appropriate referrals

Special Abilities and Knowledge:

- Familiarity with diverse cultures, languages, and situations (Bilingual abilities highly desirable)
- Computer knowledge of programs such as Microsoft Power Point, Excel, Access, and Word
- Ability to effectively organize a variety of tasks and deal with a wide variety of people.

How To Apply:

Please email resume to Lori Perales at lfperales@mrccac.org. Please contact Lori Perales at 432-682-7273 for more information.