

JOB POSTING



Job Title:

Director of Child Advocacy Centers (CAC)
Full-Time Exempt
Reports to the Executive Director

General Statement of Duties

The Director of the Child Advocacy Centers (CAC) is responsible for the overall operations of the CACs in Jackson, Lenawee, and Hillsdale Counties. Responsible for the procurement and reporting of Crime Victim Services funding, community education and awareness, and facilitating the Stakeholders/Advisory Council meetings with multidisciplinary team members (MDT). The program Director will ensure completion of VOCA and MDHHS applications and National Children's Alliance (NCA) re-accreditation.

Responsibilities:

- Oversee the delivery of all services at every level at the CAC's.
- Complete all required program contract and funding source audit documents, actively participate in audit reviews, and provide necessary response to areas of non-compliance as appropriate.
- Supervise all program staff and understand each position to ensure that the delivery of services are compliant with all contracts and NCA standards.
- Review client cases as appropriate.
- Provide guidance to the Executive Director regarding CAC operations.
- Attend NCA regional meetings and training seminars as required and/or appropriate.
- Be an integral part of the Council of Accreditation (COA) re-accreditation and strategic planning processes for the agency.
- Commit to the philosophy of continuous improvement and be a primary member of the Performance and Quality Improvement Team (PQI) providing quarterly measurement results.
- Willing to perform duties in keeping with Catholic Social Teachings.

Qualifications:

- Bachelor's Degree in Criminal Justice, Social Work, Psychology, or Counseling. Master's Degree preferred.
- 3-5 years of experience in child abuse, sexual assault, crisis intervention, child development, and/or the criminal justice system.
- 3-5 years of managerial experience.
- Familiar with Michigan Forensic Interview Protocol and ability to effectively function on an MDT.
- Must successfully pass a criminal background check.
- Strong work ethic and a commitment to a team environment.

Please send resumes to Connie Varner, Director of Human Resources, at cvarner@catholiccharities.org or apply on Indeed. EOE