

Title: Site Coordinator – Yates County

Reports to: CAC Director

Status: 15 hours/week

Site Location: Canandaigua, NY

Background:

The Child Advocacy Center (CAC) of the Finger Lakes is funded by the New York State Office of Children and Family Services to provide a multidisciplinary team approach in responding to reports of sexual and physical child abuse in Ontario County. The CAC is a program under the Partnership for Ontario County, Inc.

Qualities:

- Strong team communication skills; including but not limited to, self-starter taking initiative, forward-looking, competent, inspiring and honest with confidentiality being of utmost importance. Ability to work well with other professionals. Individuals must demonstrate ability to relate to general public.

Responsibilities:

- Establish rapport and work directly with the Child Abuse Response Team (CART) of Yates County.
- Develop protocols with Yates County CART in compliance with National Children’s Alliance and NYS Office of Children and Family Services standards.
- Identify site and oversee opening of satellite site in Yates County.
- Manage on-going needs of the site and the CART, maintaining strong relationships with each of the partner agencies.
- Establish and maintain strong linkages with appropriate networking affiliations and participate in community coalitions, as assigned.
- Complete periodic tasks to support and maintain organizational structure of CACFL, as needed
- Conduct site tours and community presentations regarding the CACFL model, child safety, and child abuse prevention.
- Participate in trainings to stay current on best practices and relevant issues (may include travel).
- Other projects and tasks as appropriate and necessary, including fundraising activities for the agency.
- Ensures confidentiality and privacy is maintained with respect to all communication and records, unless exempted by law.

Experience/Education/Skills/Abilities:

Required:

- BA in social work, human services, criminal justice or sociology or a related field.
- Working knowledge of the Child Abuse Response Team model.
- Experience (2-5 years) of working with a Multidisciplinary Team.
- Knowledge of sexual abuse dynamics, family violence, criminal justice system, and community resources.
- Excellent organizational, problem solving and priority setting skills.
- Excellent verbal and written communication skills.
- High comfort level with public speaking.



- Ability to openly and respectfully communicate with team members with differing opinions.
- Ability to work a flexible schedule (could include nights and weekends) and travel as necessary locally and regionally.

CONFIDENTIALITY

All employees of the Child Advocacy Center of the Finger Lakes are held to highest standards of confidentiality and shall observe and require the observance of applicable County, Federal and State requirements relating to the confidentiality of records and information.

Other requirements:

- **Valid Driver's license and reliable transportation with current registration, tag and insurance.**
- **Agree to submit to and successfully complete a criminal background check**

Contact: Jennifer Brownell, Program Director at jennifer@cacfingerlakes.org
Resume and three references required.