

EASTLAND COUNTY CRISIS CENTER INC.

CRIME VICTIM ASSISTANCE CENTER AND THE EASTLAND COUNTY CHILDREN'S ADVOCACY CENTER

Job Description Form

Job Title	Program Director	
Reports to	Executive Director	Revised: 12/11/2015
Division/Department	CAC and CVAC	
Function:	Under the supervision of the Executive Director, the Program Director is responsible for CAC grant management duties, assisting with CAC financial records, maintaining statistical records, supervising assigned CAC staff and CVAC staff when the Executive Director is not present, and conducting forensic interviews.	

Level/Grade	Type of position:	Hours _____ / week
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Exempt
	<input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer	<input type="checkbox"/> Nonexempt

GENERAL DESCRIPTION

- ◆ Supervise all agency database data entry, maintenance, and uploads for client case tracking systems
- ◆ Coordinates with Executive Director for any grant audits and third party annual audit as needed
- ◆ Assists Executive Director in information gathering for grant writing purposes
- ◆ Creating and analyzing statistical reports from agency databases to support grant reporting and applications
- ◆ Providing direct backup for the ED when the director is not available
- ◆ Providing advocacy (direct services) to program participants as needed
- ◆ Creating PSAs, articles, and press releases as needed
- ◆ Interview, evaluate, and make recommendations in selection of assigned staff and volunteers
- ◆ Conducting initial training and orientation of new employees
- ◆ Perform assigned employee evaluations and disciplinary action in accordance with agency policy
- ◆ Delegate tasks as appropriate to ensure projects are complete and deadlines are met, including required statistical reports.
- ◆ Coordinates and participates in fundraising as directed by the Executive Director
- ◆ Assists Executive Director and Volunteer Coordinator/Community Educator in Development and/or coordination of training to staff, volunteers, board members other agencies and the community in various areas of programs
- ◆ Handles day-to-day office management under guidance of the Executive Director
- ◆ Complete all CAC grants requests for reimbursements on basis as outlined by grant agreement
- ◆ Use established protocol to conduct forensic interviews with children or developmentally delayed adults who are alleged victims of abuse or witnesses to violent crimes
- ◆ Assists with facilitation of case review meetings in the absence of the regular facilitator
- ◆ Responsible for statistical and performance reports for the Children's Advocacy Center
- ◆ Provides feedback and suggestions to Executive Director regarding team issues or needs which may arise
- ◆ Keep abreast of new research and developments that pertain to the victims the agency serves
- ◆ Attend trainings to meet continuing education requirements of the agency
- ◆ Attend and participate in multidisciplinary team meetings
- ◆ Participates in 24-hour call for emergency interviews/staffings/crisis center hotline calls
- ◆ Testify in criminal/juvenile/civil court when subpoenaed
- ◆ Other duties as assigned by Executive Director
- ◆ Complies with and supports all agency goals, missions, policies and procedures

WORK EXPERIENCE REQUIREMENTS

- ◆ Minimum 2 years work experience in a non-profit, human services, community services, personnel, or office management setting
- ◆ Experience in preparing financial and statistical reports required by grant funding sources
- ◆ Staff supervisory experience

EDUCATION REQUIREMENTS

- ◆ Qualified applicants should have a minimum of an associates degree in a relevant field as determined by the Executive Director
- ◆ Bachelors degree is preferred
- ◆ Work experience in financial management or human services may be substituted in place of degree requirement as the discretion of the Executive Director

REVIEWED BY _____ Title

APPROVED BY _____ Title

