



Service Coordinator Job Description

The Service Coordinator is a position with responsibility for performing daily operations of the Children's Advocacy Center, working with outside agencies for service coordination, as well as working directly with primary and secondary victims of child abuse and sexual assault. The Service Coordinator will provide forensic interviews of alleged victims of abuse, commercial sexual exploitation of children (CSEC), and witnesses to violent crime including children, adolescents, and adults with developmental disabilities. This includes participating in case review, peer review and court testimony, when necessary.

Knowledge, skill, and abilities:

Knowledge, skill, and abilities for this position include but are not limited to the following:

- Ability to work as team player with CAC staff members;
- Ability to work in a professional manner with members of many other agencies;
- Knowledge of the dynamics of families where abuse and/or neglect is occurring;
- Knowledge of the stages of child development;
- Knowledge of community resources;
- Skills in providing crisis intervention services to families;
- Must have good oral and written communication skills;
- Must have good computer skills and ability to maintain current case documentation in agency's database;

Must have, at minimum, a Bachelor's degree in Social Work, Psychology, Counseling, Education, Criminal Justice or other related field. Training in a nationally-recognized model of forensic interviewing is desired. Professional experience working with children and families where abuse and violence are identified issues or experience in working with the criminal justice or child welfare system is preferred. Specialized and on-going training will be provided.

Other requirements for employment:

Applicant **must** pass a criminal background check and may be subject to periodic drug screens. Applicant must provide a list of professional and personal references.

Confidentiality:

The Service Coordinator will always ensure that the protection and best interests of alleged victims are prioritized. The privacy of alleged victims and their families shall be strictly maintained. Any information learned through the center or Multi-Disciplinary Team is strictly confidential and may not be shared outside the team meetings or center staff except as approved by the Executive Director.

Work schedule:

This position requires flexible work hours based on the needs of the Child Advocacy Center. The Service Coordinator will work a minimum of 40 hours per week. This position will require an after-hours call rotation.

Please submit resume and cover letter no later than **January 14, 2022** to jackla.treehouse@gmail.com.