



CHILD ADVOCACY CENTER COORDINATOR (Crownsville)

Anne Arundel County of Department of Social Services is looking for a Child Advocacy Center (CAC) Coordinator to establish CAC protocols and standards in alignment with the National Children's Alliance (NCA), to oversee CAC operations, to ensure NCA standards are being met, and to establish the Anne Arundel County Child Advocacy Center as an Accredited Center with NCA. This is **PART-TIME** position paying \$22.91/hr with benefits.

Essential Duties:

1. Coordinate Child Advocacy Center program. This position requires the facilitation of establishment of CAC protocols and standards, including completing standard operating procedure guidelines and memorandums of understanding, in accordance with NCA Accreditation standards.
2. Ensure all NCA Accreditation goals are met by managing and coordinating the accreditation status.
3. Maintain membership and active participation in the Maryland Children's Alliance and National Children's Alliance.
4. Manage and maintain all grant responsibilities (including VOCA), to include writing and submitting necessary grant proposals in a timely manner to maintain the annual budget. Submit grant reporting as required by the grantee. Research, write, and report on additional funding opportunities to help support and expand the services offered at the CAC.
5. Administrative tasks include but are not limited to: Monitoring contractual staff hours, signing time sheets, and submitting them to finance. Participate in the selection process for contractual staff.
6. Coordinate Medical and Mental Health (to include the group therapists) service delivery, to include regular meetings with medical personnel (doctor and nurse) and therapists to ensure the best service delivery; Including creating new partnerships in the local community for service delivery.
7. Coordinate and co-facilitate Multi Disciplinary Team Meetings (MDT), at least once a month.

Education: Possession of a bachelor's degree from an accredited four-year college or university.

Experience: Seven years experience in administrative, professional or technical work, two years of which must have involved supervision of other employees or exercising responsibility for program development.

Notes:

1. Applicants may substitute education at the graduate level at an accredited college or university at the rate of 30 semester hours on a year-for-year basis for a maximum of two years of the required general experience.
2. Experience in a human service program may be substituted on a year-for-year basis for the required four years of college education.
3. Candidates may substitute U.S. Armed Forces military service experience at a rank of Corporal/Petty Officer or higher as a commissioned officer in Administrative Officer classifications or Administrative Officer specialty codes in the General, Administrative, Clerical, and Office Services field of work on a year-for-year basis for the required experience and education, two (2) years of which must have been in an administrative supervisory or consultative capacity.

One year experience with grant writing and implementation.
Knowledgeable about Child Advocacy Center.

Send resumes to: Jeffrey.George@maryland.gov