

\_\_\_\_\_ **MEDICAL CENTER**

**JOB DESCRIPTION**

<b>JOB TITLE</b>	<b>Executive Director</b>	<b>PREPARED BY:</b>	_____
<b>DEPARTMENT</b>	<b>Child Advocacy Center</b>	<b>APPROVED BY:</b>	_____
			<b>VP Foundation/ Community Relations</b>
<b>REPORTS TO</b>	<b>VP Foundation</b>	<b>ORIGINAL DATE</b>	
		<b>REVISION DATES</b>	<b>11/8/2010</b>

**NATURE AND SCOPE:** The Executive Director is responsible for overseeing all aspects of Child Advocacy Center activity, including financial management and establishment and implementation of policies and procedures related to the Center. The Executive Director is also responsible for coordinating the activities of Niagara County’s child abuse intervention team. The Executive Director of the Child Advocacy Center of \_\_\_\_\_ reports to \_\_\_\_\_

**ESSENTIAL FUNCTIONS:**

1. Effectively guide, direct and monitor Child Advocacy Center activities to assure they are performed within established standards of practice, quality and performance.
2. Coordinate \_\_\_\_\_ County’s multidisciplinary child abuse team.
3. Prepare funding applications and coordinate fund-raising with \_\_\_\_\_ Medical Center Foundation; maintain contact with current and potential funding sources including preparation and submission of any required reports.
4. Initiate and oversee monitoring, performance improvement and evaluation activities for Child Advocacy Center.
5. Oversee long and short-range planning activities for Center programming.
6. Direct, develop and implement departmental processes that enhance and improve departmental functions, reduce cost and improve quality and client outcomes.
7. Consistently demonstrate professional behaviors and leadership skills that are in support of the vision, mission, and philosophy of \_\_\_\_\_ Medical Center at both the organizational and departmental level.
8. Direct the development and implementation of the department’s annual budget.
9. Maintain responsibility for recruitment and retention of qualified personnel for the department.
10. Communicate effectively and function in a collaborative manner within all levels of the organization, with participating agencies and within the community.
11. Provide education and training related to child abuse issues; maintains the Child Advocacy Center as a source of expertise and training on issues related to child abuse and family violence.

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- 12. Maintain accreditation and regulatory standards for child advocacy centers.
- 13. Network with national, state and local organizations related to child abuse issues in order to assure that Child Advocacy Center policies, procedures and services delivery is consistent with current knowledge, research and practice standards.
- 14. Provide direct service such as Forensic Interviewing Services, Counseling, and Case Coordination as needed.
- 15. Other duties as assigned by supervisor.

**SAFETY:** Compliant with the Department of Patient Care Services and hospital standards related to the delivery of safe patient care. This individual is responsible for compliance with NYSDOH, JCAHO, OSHA, infection control, environmental safety and emergency preparedness.

**PROFESSIONAL BEHAVIOR:** This individual possesses attitudes and behaviors which are consistent with total quality improvement and the mission statement of \_\_\_\_\_ Medical Center. This individual possesses an ongoing up-to-date knowledge base to ensure ongoing competency in performing this level and scope of responsibilities. Position requires ability to work effectively with individuals of diverse cultural backgrounds and professionals from a variety of disciplines.

**NON-ESSENTIAL (MARGINAL) FUNCTIONS:** (Responsibilities/important duties performed occasionally or in addition to the essential duties of the position.)

Perform clerical tasks to support service delivery.

- Perform clerical tasks to support service delivery.
- Represent Child Advocacy Center to local organizations.
- Provide consultation to Medical Center personnel and others on child fatality issues
- Provide community education regarding child fatality issues.
- Maintains working knowledge of word processing and data entry.

**AGE SPECIFIC POPULATIONS:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Neonate: 0 – 3 months | <input checked="" type="checkbox"/> Adult: 18 – 65 years |
| <input checked="" type="checkbox"/> Pediatric: 0-17 years | <input type="checkbox"/> Geriatric: 65 years and above   |
| <input type="checkbox"/> Adolescent: 13 – 18 years        | <input type="checkbox"/> ALL                             |

**REQUIREMENTS:** Knowledge of appropriate social work skills; excellent interpersonal and communication skills; flexibility in scheduling; ability to work in high stress environment.

**EDUCATION:** An advanced degree in a field related to the multidisciplinary function of the Child Advocacy Center, such as law, social work, medicine or criminal justice is preferred.

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**EXPERIENCE:** The candidate must possess knowledge of child abuse issues and current standards of practice. The candidate should possess a minimum of five years working with child abuse issues. Experience related to physical and sexual child abuse, legal proceedings and crisis intervention; coordination and administrative skills; human relations and coordination, particularly with multidisciplinary child abuse teams, including social services, legal, medical and mental health professionals is preferred. Experience providing public speaking and training preferred. The candidate should be experienced in grant writing, grants management and fundraising. Experience with staff supervision preferred. The candidate must be able to work collaboratively with professionals from a variety of disciplines. The candidate must possess excellent problem solving, communication and customer service skills.

**WORKING CONDITIONS/ENVIRONMENTAL FACTORS:**

Indoors: 100 %                      Outdoors: 0 %

Environmental Factors:

- Works closely with others
- Protracted or irregular hours including occasional weekends
- Works around infectious disease
- Works with/around electrical equipment
- Works in a noisy environment
- Works around/with hazardous materials, chemicals, radiation
- Works with many interruptions

**REQUIRED PHYSICAL ACTIVITY:**

<b>M</b> = Minimal Less than 30 minutes per day	<b>O</b> = Occasional 30 minutes to 3 hours per day	<b>F</b> = Frequent 3-6 hours per day	<b>C</b> = Continuous 6-8 hours per day
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Standing/Walking	F	Pushing/Pulling	M
Sitting	F	Frequency	M
Lifting/Carrying	M	Max. Weight	20 lbs
Frequency	M	Climbing	M
Max. Weight	20 lbs	Bending	O
Repetitive Motion	M	Crawling	M
Hands	M	Reaching	M
Feet	M	Twisting	M
Other Movement	O		

**STRENGTH REQUIREMENTS:**





