

## **GENESEE COUNTY**

### **JUSTICE FOR CHILDREN PROGRAM COORDINATOR**

#### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an important professional and administrative position involving responsibility for the planning, organization, and direction of the Genesee County Sheriff's Office Justice for Children Advocacy Center. This position is responsible for the efficient and effective oversight of the Regional Child Advocacy Center. The incumbent works closely with other members of the Criminal Justice System, including the Sheriff, District Attorney, Law Enforcement Agencies, Child Protective Services, Medical Providers, and other Advocates. The programs administered by this office impact all aspects of the Criminal Justice and Child Protective response to child abuse within the GLOW Region, with particular emphasis on building and maintaining a multidisciplinary team, coordinating advocacy, medical treatment, and therapy for children and families, and seeking funding sources that will maintain and expand programming. The incumbent in this position also carries an active caseload relating to child victims of abuse. The work is performed under the general supervision of the Genesee County Undersheriff in accordance with established procedures. The incumbent has independent leeway in carrying out the responsibilities of the job. Supervision is exercised over the work of subordinate staff. The individual oversees the administration of the overall program with minimal direction from the Sheriff. Supervision is exercised over the work of clerical and professional subordinate employees as well as volunteers.

#### **TYPICAL WORK ACTIVITIES:**

Monitor and analyze the performance of different programs and services offered by the Child Advocacy Center (CAC);  
Provide direct victim services including case management and emotional support and information to child victims and their families;  
Attend court appearances, file compensation claims and provide follow-up including case status, making referrals, answering questions and providing court prep for victims;  
Document all contacts with clients;  
Oversee the day-to-day operations of the CAC by scheduling appointments, preparing staff schedules and coordinating use of services by other GLOW region counties;  
Assist with fundraisers and promotions and act as liaison to the GLOW Foundation;  
Direct, review, and oversee the work of subordinates. May delegate work and may take corrective action as needed;  
Establish and maintain an effective relationship with the Genesee County Justice for Children Multidisciplinary Team;  
Confer with Multidisciplinary Team members on problems and issues concerning the Child Advocacy Center, and schedules trainings for team members;  
Coordinate schedules and services for contracted providers;  
Plan and schedule CORE team meetings, providing the agenda and facilitating the meeting;  
Responsible for maintaining accreditation for the National Children's Alliance;  
Responsible for after hour's requests for service;  
Help develop efficient record-keeping systems and administrative procedures;

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**TYPICAL WORK ACTIVITIES CONT'D:**

- Assist in evaluating staff training needs and coordinates community outreach training for mandated reporters such as teachers, doctors, etc.;
- Prepare quarterly reports, stats, monthly objectives and assist in developing grant goals, performance measures and targets;
- Monitor and document goals, performance measures and targets for reporting purposes;
- Account for all finances received from the Federal, State, County, and private agency grantees or governmental agencies;
- Prepare financial, statistical, and narrative reports as required by Federal, State, and private agency funding sources, the County Legislature, local courts, and the Criminal Justice Advisory Council;
- Represent the Sheriff's Office at County Legislative meetings and other functions as needed. This may require occasional evening and weekend attendance;
- Continue to design and develop relevant grants and requests for funding proposals for the Justice for Children Advocacy Center;
- Respond to requests from the media and forwards necessary reports, as well as address special requests from members of the public responding with appropriate documentation;
- Prepare and oversee the annual Justice for Children Advocacy Center budget and specific grant budgets;
- Evaluate the performance of Justice for Children Advocacy Center staff and make reports to Human Resources;
- Administer terms and conditions of employment as contained in the Collective Bargaining Agreement covering assigned subordinates;
- Supervise the maintenance of records related to the Justice for Children Advocacy Center Programs;
- Establish and implement policies and procedures for Justice for Children Advocacy Center staff;
- Manage liability exposure;
- Responsible for keeping the Sheriff and Undersheriff informed on all matters related to Justice for Children Advocacy Center operations;
- Develop and maintain a volunteer program;
- Accomplish related work and respond to special requests of the Sheriff and Undersheriff.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the following: operations of the Criminal Justice System; the operations of the Justice for Children Advocacy Center and its responsibilities under grant requirements; the role of various community systems in the response to child abuse; state and national best practices. Candidate must have good knowledge of public relations; ability to plan and supervise others; prepare and maintain accurate records and reports; perform with a multiple of diverging

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### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS, Cont'd:**

demands and a sensitivity to others being served; write legibility and to communicate clearly with others; understand and carry out oral and written instructions; grant writing ability and supervision of federal, state, private and municipal grants; conduct outreach activities with local communities and allied professional; initiate collaborative efforts with other criminal justice and support service agencies, victim coalitions and multi-disciplinary teams; good organizational and public speaking skills; ability to plan and direct the work of others; emotional maturity; good powers of observation; good discretion and judgment; take initiative; be resourceful and dependable.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and low light conditions. The employee may occasionally lift and/or move up to 10 pounds.

The noise level in the work environment is usually moderately quiet.

### **MINIMUM QUALIFICATIONS:**

Possession of a Bachelor's Degree in Criminal Justice, Human Services, Psychology, Social Work, Education, or a related field **AND** three (3) years of full-time, paid experience in a criminal justice or human services agency whose duties shall have involved counseling, case management, and/or victim advocacy, **AND** work history must include one (1) year of supervisory experience.

PART-TIME, PAID EXPERIENCE WILL BE PRO-RATED AS APPROPRIATE

### **SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT**

Possession of a valid New York State driver's license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive

Adopted 5/12/16, 1/11/2024